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Community Outreach & Advocacy – DRAFT Minutes
May 13, 2003
25 Van Ness, Room 330A

Council: Randy Allgaier, Brad Hume, Donald Frazier, Lara Sallee, Darnell Durio, Charles Siron
Other: Richard Bargetto (Advocacy Project), Laura Thomas (AIDS Office), Jessica Berman (Shanti)

Introductions

Announcements
Robert Bargetto announced that there is an upcoming leadership conference for People of Color in San Antonio.

Brad Hume announced that he will be going on vacation and will miss the next few meetings of the committee, as well as the next Council Meeting.

Laura Thomas (SFDPH AIDS Office) announced that there will be a training/information session, preceding the May Council, meeting about the African American Transgender community; this is a community that the Council has identified needing more information about. The session will begin at 3:30 p.m. She also mentioned that the SFDPH has sent of RFPs for 04/05 contracts, and if the committee would like more information about the RFP process, they should invite Russ Zellers to speak.

Public Comment
There was no public comment

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Minutes
The March minutes were approved.

Committee Goals & Mission

Members reviewed the draft mission statement from the March meeting minutes and brainstormed goals and tasks. A second draft mission statement was created. "To ensure that the voice of the community and consumers are part of the work of the Council. The committee will ensure that consumers and other community members have the opportunity to give input to the Council, be educated on the issues that affect the HIV/AIDS community, and are empowered to be a voice for the needs of the HIV/AIDS community that can affect positive change and ensure public policies that enhance the lives of people living with HIV/AIDS."

Members then defined goals, actions and specific tasks.

Goals:
- Community action (increased public presence, visibility in the community and participation in community activities)

- Soliciting consumer input
- Coordinating programs with local prevention planners/providers
- SRO task force
- Conducting community forums.

Actions:
- Plan and hold community forums
- Hear Richard's report and take appropriate and relevant actions on issues that are raised
- Hear/ solicit reports from CAEAR Coalition, SRO Task Force, the HIV Prevention Planning Council, and other groups/public meetings
- Coordinate a joint meeting with HIV Prevention Planning Council
- Solicit consumer input
- Meet with Government (Mayor's office, Board of Supervisors, State and Federal Officials)
- Educating the public about HIV and health policy issues
- Increase the Council's visibility
- Coordinate Council participation in policy/education activities
- Communication with HAPN (and facilitate the communication of Council decisions to providers)
- Coordinate policy presentations to Council e.g. ADAP and Medical

The committee hopes to:
- Hold joint meetings with other councils
- Organize presentations for the Council about relevant issues
- Solicit feedback from the Council about Council activities
- Solicit consumer input
- "Information transfer agents": have regular reports from members who sit on other boards/are members in other groups; encourage Care Council members to participate in other boards/ organizations; and invite members from other Councils to make presentations at meetings
- Gather and distribute relevant information to other Committees and the Council
- Support the goals of the Council

By September/end of prioritization the committee is planning to have organized a community forum and held the joint meeting with HIV Prevention Planning Council.

Richard Bargetto (Advocate) will continue preparing a monthly report. He had been presenting these reports to the PWA caucus and will now present them to this committee. The monthly reports identify new cases, provide updates and status reports. He stated that this month's cases were not very significant in terms of policy; however several security issues at ASOs, in particular Project Open Hand, have recently occurred. He asked the committee if they'd like to consider recommending a course of action such as "encouraging" organizations to provide sensitivity training to their security personnel in light of recent events (that have included mistaken identity and racism). Randy Allgaier recommended that the committee host a meeting, that will provide a platform for discussion and developing recommendations, about this issue.

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Richard Bargetto also spoke about responses he's encountered with the grievance actions he's filed. In general, he has found that agencies are responsive and follow their internal grievance policies/procedures. However he has been dealing with an agency that has not been responsive and he asked the committee to consider what response by an agency is considered appropriate and timely. He stated that the how the Council responds to this question may will have an impact on the effectiveness of the Advocacy Project.

Committee members and Laura Thomas (AIDS office) decided that this issue should be evaluated and examined over time, and because the AIDS office doesn't have specific contract language that address this—the AIDS office mandates that AIDS ASOs have a grievance procedure, but it doesn't detail a specific timeline—Russ Zellers will be invited to the next meeting to discuss making changes to the monitoring protocol. It was noted that the monitoring protocol changes from year to year, and generally goes out at the end of the summer. Laura Thomas will invite Russ Zellers to next meeting. Donald Frazier also asked Richard Bargetto report trends; which he in turn will take to HAPN meetings.

Richard Bargettto estimates that about 60 people file grievances through the Advocacy Project each year, and about half of these people are dissatisfied with the agencies' response.

Catherine Geanuracos met with one of the Prevention Council's co-chairs about collaboration between the councils. As mentioned earlier, one outcome of the meeting is to hold a joint meeting this summer.

Laura Thomas discussed the new CDC mandate that people living with HIV must be the highest priority for prevention services; and that this new prevention initiative is focused on doing testing and getting people into care (prevention case management)--this will have substantial impact on the Prevention Council's funding and actions. She stated that the Prevention for Positive's activities are already underway. She recommends that the Councils work with one another to link Care Council services with prevention, and take appropriate policy and advocacy actions. She is in the process of coordinating a meeting between the co-chairs. She also advised the committee to begin thinking about what will happen as the money is shifted from standard outreach into counseling and testing. Catherine Geanuracos suggested holding a community event to publicize this information.

The committee decided that it is feasible to hold one community forum before prioritization. The forum will be held at the Bayview Opera House or the City College of San Francisco - Southeast Campus. Donald Frazier will ask one of his colleagues to co-sponsor the forum and to take on communicating with providers. It was noted that a successful event involves clients attending. Laura Thomas will find out about the available budget and report back to the committee.

Ideas for the forum included having short presentations followed by an activity; a mini EPI presentation, discussing the issue of having services inside/outside the area because of confidentiality issues, vouchers, soliciting input about services and needs, and providing dinner. Donald Frazier mentioned using the results from a recent questionnaire, and Catherine Geanuracos stressed that it will be important to clearly communicate that this forum is centered

on HIV related issues. Suggested guests include Supervisor Sophie Maxwell. Several committee members recommended asking Jimmy Loyce to facilitate the event.

The committee will try to hold the event in July (before the 28th) on a weekday evening between 6:00 – 8:00 p.m.

Co-Chair Nominations
The committee co-chairs are Donald Frazier and Darnell Durio.

Next Meeting Date & Time
Tuesday, June 10th from 5:30 to 7:30 p.m.

Next Meeting/Agenda Items
Richard Bargetto's Advocacy Report
Discuss policy issues raised from Richard's report with Russ Zellers
Update on the Bayview Community Forum

The meeting was adjourned at 6:25 p.m.

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee Draft Agenda
Tuesday, June 10, 2003
25 Van Ness Ave., Room 330 B
5:30 p.m. – 7:30 p.m.

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	Item	Presenter	Time
1.	Introductions	Group	5:30
8.	Review/Approve Agenda	Group	5:35
9.	Review/Approve Minutes	Group	5:40
10.	Announcements	Group	5:45
11.	Public Comment	Public	6:00
12.	Advocacy Report	Richard Bargetto	6:10
13.	Advocacy Project Policy Related Issues *Discuss policy issues raised from Richard Bargetto's report with Russ Zellers*	Group	6:20
14.	Planning Bayview Community Forum *Cynthia Selmar, Director SFDPH African American Health Initiative will give overview of participation*	Co-Chairs	6:40
15.	Next Meeting Date & Agenda Items	Group	7:25

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee Draft Minutes
Tuesday, June 10, 2003
25 Van Ness Ave., Rm. 330 B
5:30 p.m. – 7:30 p.m.

Council: Darnell Durio, Tracy Douglas Neil, Randy Allgaier, Brad Hume, Charles Siron, Donald Frazier, Dirk Doepfner

Other: Laura Thomas (DPH), Richard Bargetto (Advocacy Project), Cynthia Selma (DPH- African American Health Initiative), Leah Crask (Council Adm. Asst.)

Introductions

Review and Approval of Agenda-
Agenda item number eight, Planning Bayview Community Forum, was moved up to number six and the agenda was approved as amended.

Review and Approval of Minutes
The minutes from the May 13, 2003 meeting were approved.

Announcements
Randy Allgaier mentioned that on the 18th, 6:30-9 pm at SF AIDS Foundation their will be a community forum on Ryan White issues, priority AIDS Initiative, and Medicaid. This was sent out in the Yahoo! Group.

Eric from the AIDS office announced that Aug 15-17 in Denver is the Staying Alive Conference. Applications for scholarships due by June 1st, www.napwa.org. Feel free to contact him for an application, 554-9132.

Tracy Neil announced that he would be leaving the meeting early.

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Public Comment
There was no public comment.

Planning Bayview Community Forum
Laura Thomas explained that the community forums have two functions: to inform and educate the community about what the Council is, what the Council does and how it functions, and to get information from the community about what they need and want in order to inform the Council's activities. The Council has held many forums over the years, some years several and other years only one. The Council had a forum in Bayview about 4 years ago. Donald Frazier explained the Council chose this area of San Francisco because of the epidemiological data in Bayview. The incident, rates of infection and health outcome were worse in Bayview and they were less likely to be using anti-retroviral treatments. Southeast Community College was chosen as the location. Brad Hume mentioned that the planning committee met and composed some specific questions of what they would like to know from this forum. These questions are based around ISPs and the knowledge that there are not many providers in the Bayview area.
1. What services would the people in Bayview want in their neighborhood?
2. What are their thoughts in Integrated Service Providers?
3. What would the people want to see in an ISP if one was developed in their area?

Cynthia Selma thanked everyone for the opportunity to come meet with them and mentioned that the work council is doing is import to the African American Health Initiative. AIDS is one of the top disparities in the African American Community but they have not put a lot of energy into this due to what is generally available for HIV/AIDS services. There was recently a well attended conference called Catalysis for Change. Through this they are making some progress with working with faith based communities to discuss the AIDS and domestic violence issues. There are many services in Bayview but the issue is collaboration and communicating, targeting the youth population, and establish youth centers which integrate recreation, medical, and prevention services. Also must look at the changing neighborhood demographics there is an increase in Asian and Hispanic populations. Racism has been a great barrier to health access and particularly with AIDS is the issue of homophobia. There is a need to increase self-esteem and by doing so to encourage community wellness. These are many of the issues which were included in the conference report. The African American Coalition for Health Improvement and Empowerment goes to traditional African American sites (barber shops and beauticians) and negotiate with them to do one or two Saturdays a month to do outreach and education to the community. With faith based communities it is more difficult because of the many different communities, and their religious philosophies are different so you have to be sensitive when doing outreach. So she would recommend going to the people first in order to reach the larger community. They developed a program in Hunter's Point which has many services in one apartment. The have mental health, violence prevention and many other services including interns who are ex-offenders. This service is being utilized by the community and it has helped to decrease the violence in that area.

Donald Frazier asked that since they need is focus on people living with HIV/AIDS where could the Council get consumer and provider input regarding what services are needed for these people. He was hoping she could provide ideas for participation in this forum. The idea is to get what services are needed by this community. The committee would really like people who are living with HIV/AIDS who are or are not receiving services. Cynthia Selma stated it would be a good idea to reach the providers in the community in order to find out how to reach the population desired. It would be a good idea to access the caretakers and out reach members, and ministries also. It would be good to distribute flyers widely. Some places and people to contact include: Juneteenth events, Southeast Community College, Southeast Health Center- Gwen Smith runs the AIDS center, Mother Browns Multipurpose Homeless Shelter, Outreach Van that goes around neighborhood by Dr. Dan La Dorcheek at Southeast health center, Wellness Expo June 29 at Bayview Opera House- Dorothy Peterson, ACCHO (has trainers all over the city)- Deborah Oliver, Mental Health System, and Jones United Methodist Church has an AIDS outreach program- Charles Cleary contact. Brad Hume asked if people who are living with HIV/AIDS would be willing to come to this type of event. Cynthia Selmar explained that the Council must make connections with the people in the community in order to do the outreach. Generally this is a difficult population to reach but getting the word out about resources and education is important. Tracy Neil asked what challenges or obstacles might be seen. Cynthia Selmar explained that it might be helpful to hire a consumer to help do the outreach and get a really flashy flyer. Donald Frazier suggested the need to have a meeting with these community members Cynthia Selmar mentioned. Laura Thomas stated she would be happy to call the contact and try to arrange a meeting. The committee decided to set up a meeting with community leaders in Bayview and to communicate over email regarding the arranging of the meeting. Donald Frazier also mentioned that someone should go to the events which were mentioned. There is also a Historic Presentation on Health at the Cultural Center, June 19, 2003; Jimmy Loyee will moderate the forum.

There was a discussion on the date of the forum. The date and time were decided to be July 31, 2003 from 5:30- 8:30pm at city college southeast campus. The room will be reserved from 5:00-9:00pm. Council Support and Darnell Durio will work on the room contract. Council support will take responsibility for making the flyer. A tentative schedule for the forum will be:
5:00pm Set-up

5:30pm Pizza and welcoming statement from planning council (Donald Frazier). Members of Planning Council are encouraged to sit and eat with community members.
Jimmy Loyce will explain why it is important to hold the forum in Bayview and that this is looking to find solutions to the problems.
Dr. Dan La Dorcheck (first choice) (Malcolm- as alternate presenter) will show the epi data for this area of the city including the maps.
Brad Hume will present the concept of ISPs. the goals of the planning Council in the next three years and ask the community for input.
Jimmy Loyce and Brad Hume will facilitate discussion. There will be three questions posted on signs, the ideas discussed will be written down and then consolidated to find more concrete answers.
Catherine Geanuracos will do a final wrap up comment and thank the participants.

At the planning meeting with community members it will be discussed as to whether a translator would be needed at the forum and if the flyers should be multi-lingual. The planning meeting should be held in Bayview.
What is needed for the forum:
Venue Reservation- $148
Food for approximately 100 people
Goodie bags for approximately 50 people including food vouchers
Flyer
Advertising
Outreach worker planning meeting

Advocacy Report
Richard Bargetto mentioned a case from last month and how the system had worked. A Client went to SF Aids Foundation for benefits counseling and felt he had not gotten any information or response. When a grievance was filed the agency responded with an apology, and a fact sheet with what clients can expect from the services. They also had a staff training and made a requirement that all clients to be communicated with in 24hrs. The client was very satisfied.

Advocacy Project Policy Related Issues
Shanti is interviewing four candidates for the Community Support position this Friday. When the director arrives a plan for implementing a common grievance form for all providers will be implemented. Brad Hume mentions that in the end the agency doesn't have to do anything, and therefore the grievance process lacks power. When clients are denied housing they have to be told why in a written form and then they can reapply. Richard Bargetto will contact Russ Zellars to talk about how to see about a way to get agencies to respond in a timely manner and to see if there are there any policies or procedures in the AIDS office. If there are substantial problems with agencies then Russ Zellars would want to hear about it from Richard Bargetto. Richard Bargetto agreed to contact Russ by the next meeting in order to find out how to reinforce this. Laura Thomas mentioned that they tried to have a standardized client satisfaction form but because the agencies/ services are so different it did not work. Dirk Doepfner mentioned that this might also be an issue with the grievance form. In the past here were consumers who would come to talk about specific problems during the People Living with AIDS committee meetings. Randy Allgaier suggested that after the forum this committee might want to work on how to get more people involved from the community, Donald Frazier added, this is a place where people should be able to come.

Next Meeting Date & Agenda Items

Meeting adjourned at 7:29pm.

Meeting minutes are considered to be in DRAFT form until reviewed and approved by Council attendees.

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee Draft Agenda
Tuesday, July 8, 2003
25 Van Ness Ave., Rm. 330 A
5:30 p.m. – 7:30 p.m.

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Item	Presenter	Time
1. Introductions	Group	5:30
2. Review and Approval of Agenda	Group	5:35
3. Review and Approval of Minutes	Group	5:40
4. Announcements	Group	5:45
5. Public Comment	Public	5:55
6. Advocacy Report	Richard Bargetto	6:00
7. Conference Budget	Joe Fera	6:20
Review of Council's budget for Conference Attendance FY 03-04		
8. Community Forum Budget	Joe Fera	6:30
Review of Council's budget for Community Forums FY 03-04		
9. Planning of Bayview Community Forum	Group	6:40
Update and continuation of plans for the community forum- July 31st.		
10. SRO Report	Charles Siron	7:10
11. Next Meeting Date & Agenda Items	Group	7:25

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730 Polk Street San Francisco, CA 94109
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San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 5th floor, San Francisco, CA 94102

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5:30 p.m. – 7:30 p.m.

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Council Members: Darnell Durio, Randy Allgaier, Charles Siron

Other Present: Joe Fera (Director of Community Support), Leah Crask (Council Adm. Asst.), Eric Ciasullo (DPH/AO), Richard Bargetto (Advocacy Project), Laura Thomas (DPH/AO)

Introductions

Review/Approve Agenda
The committee did not have a quorum of membership.

Review/Approve Minutes
The committee did not have a quorum of membership. The approval of the June 10, 2003 minutes was tabled until the next committee meeting.

Announcements
Randy Allgaier announced he was appointed as the interim representative to go to the CARE Coalition meetings. The Mayor's office holds the membership and they have not paid dues, he is unsure how to communicate this so he can go to the next CARE Coalition meeting. Laura Thomas explained the Mayor's office is no longer a member in good standing and cannot send people to the meetings or vote. If this years dues were paid that would be sufficient for continued membership. This should go to the Council co-chairs to ask the Mayor to pay this year's dues and travel for Randy Allgaier for the next two meetings in September and December 2003.

Public Comment
There was no public comment.

Advocacy Report
Richard Bargetto handed out the report on the Consumer Advocacy project for June 2003. He asked for committee input on the timing between an incident and when a grievance is filed. There is currently no standard statute of limitations and agencies have asked Richard and he recommended 1 year. He would like to eventually move to create a standard time allotment. A discussion followed. It was mentioned that agencies may have staff turn over and then it is difficult to investigate. Eric Ciasullo mentioned the Department of Housing Services has a standardized grievance procedure, which agencies can add to, then it could be made consistent. Maggie Donahue or Carolyn Plybon at the Department of Human Services are contacts for further information. Richard Bargetto thought standardizing the process helpful for clients. Joe Fera mentioned he would be reluctant to standardize the process because there could be reasons, such as a client's own health, which prevent them from filing in a certain period. Laura Thomas mentioned it might be a good idea to standardize the minimum length of time to accept a filed grievance.

Conference Budget
Joe Fera explained there is no specific budget line item for conferences but this would be covered in the training line item of the budget. There is enough in the budget to send about four people to conferences throughout this year. This number would be dependent on the costs of the conferences. The Council could send two members to the Staying Alive Conference in Denver, which would cost approximately

$1000.00 per person. The announcement would need to go out to the Council immediately because this conference is quickly approaching. The Committee agreed this is an important conference and two Council members should be sent to represent the Council and report back. Joe Fera mentioned that in the future it would be helpful to have a list of conferences. The criteria for a member receiving the funding to go to the conference will be: an active Council member living with HIV who is willing and able to give a presentation back to the Council. The criteria for funding a trip to the conference will be brought up at the co-chairs meeting. Ideally, the funding award would go to Council members who are co-chairs of committees or the Council. Joe Fera would like those interested to give him their names. Laura Thomas mentioned an email should be sent to all applicable Council members. Those members interested should contact Joe Fera and he will bring this to the co-chairs.

Community Forum Budget
Joe Fera explained the Community Forum budget, which is included in same line item with all Council meeting expenses. There is approximately $600-700 available per community forum. This is calculating two community forums per year, including room rental, food, advertising, etc.

Planning of Bayview Community Forum
The committee reviewed the flyer for the Bayview- Hunter's Point Community Forum.
It was agreed that sandwiches would be provided at the Community Forum. It was also mentioned that carpooling to the forum could be arranged for the Council members at the July 14, 2003 Council meeting.

SRO Report
Charles Siron announced the Council now officially has a seat on the SRO taskforce. After the prioritization meeting he will give a presentation about housing.

Next Meeting Date & Agenda Items
The next meeting will be August 12, 2003 from 5:30-7:30 p.m.
Agenda Items:
-Evaluation of the community forum
-Summary of the forum for the August Council meeting
-Advocacy report

Meeting adjourned 6:49 p.m.

Meeting minutes are considered to be in DRAFT form until reviewed and approved by Council attendees.

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee Draft Agenda
Tuesday, August 12, 2003
25 Van Ness Ave., Rm. 330 A
5:30 p.m. – 7:30 p.m.

Item	Presenter	Time
1. Introductions	Group	5:30
2. Review and Approval of Agenda	Group	5:35
3. Review and Approval of Minutes	Group	5:40
4. Announcements	Group	5:45
5. Public Comment	Public	5:55
6. Advocacy Report	Richard Bargetto	6:00
7. Staying Alive Conference Update	Joe Fera	6:15
Update on selection process for Staying Alive Conference		
8. Community Forum Evaluation	Co-Chairs	6:25
Evaluate Bayview – Hunter's Point Community Forum and discuss report for Full Council Meeting		
9. Planning for future Community Forum	Co-Chairs	6:50
Beginning Discussion on how many, which communities, different formats, when, and where		
10. SRO Report	Charles Siron	7:05
11. CARE Coalition Update	Randy Allgaier	7:10
12. Planning Council Website	Co-Chairs	7:15
Discuss addition of webpage for the Advocacy Project to the SF HIV Heath Services Planning Council Website		
13. Next Meeting Date & Agenda Items	Group	7:25

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee Draft Minutes
Tuesday, August 12, 2003
25 Van Ness Ave., Rm. 330 A
5:30 p.m. – 7:30 p.m.

Committee Members Present: Donald Frazier, Darnell Durio
Committee Members Absent: Tracy Neil
Other Council Members Present: Randy Allgaier, Brad Hume
Others present: Laura Thomas (HHS), Richard Bargetto (Consumer Rights Advocacy Project), Joe Fera (Director of Community Support), Leah Crask (Council Adm. Asst.)

1. Introductions

2. Review and Approval of Agenda
The SRO report was taken of the agenda; the agenda was then approved as amended.

3. Review and Approval of Minutes
The June 10, 2003 minutes and the July 8, 2003 minutes were approved.

4. Announcements

5. Public Comment
There was no public comment.

6. Advocacy Report
Richard Bargetto handed out the Advocacy Report and announced he had seven new cases last month, one involving multiple agencies. He had a discussion with Russ Zellers (HHS) about language around a standardized grievance procedure. The Committee concluded that a standardized grievance procedure should be worked out in Committee but should be presented to the Full Council.

7. Staying Alive Conference Update
Joe Fera explained that two Council Members were picked to go to the Staying Alive Conference. The criterion used to pick those Council members interested in attending was: the Council member is HIV+, a member in good standing, and the member's participation. The Conference is Thursday August 14 through Sunday August 17, 2003 in Denver, CO. The Council members who received the trip to the Conference were Charles Siron and Brad Hume. Council Member Allgaier announced the CAEAR Coalition will be holding some focus groups and he encourages Council Members Siron and Hume to attend.

8. Community Forum Evaluation
The Committee discussed the Community Forum held in Bayview-Hunter's Point on July 31, 2003. The Forum was poorly attended but many leaders in the area came, though they did not bring consumers. The report for the event should clearly state who was in attendance. There was much discussion about prevention and education rather than services. The Committee Co-chairs will receive notes from Leah Crask and then write up a report of the event.

9. Planning for Future Community Forum
The committee discussed alternative ways to reach this population. In the future the Council might try to communicate with providers to arrange focus groups of consumers. The Committee also discussed meeting with the churches and holding a lunch event. It was mentioned there is an organization of Churches in the area and it might be best to go through the organization instead of just picking one church with AIDS outreach or ministry.

10. SRO Report
This item was taken off the agenda.

11. CAEAR Coalition Update
Council Member Allgaier gave an update on the work group for reauthorization. He mentioned reauthorization will probably be difficult for 2005. The CDC and HRSA advisory boards have been combined. Council Member Allgaier thinks there will be a push for prevention with positives in CARE funding.

12. Planning Council Website
The HIV Consumer Rights Advocacy Project will be added to the Council's website.

13. Next Meeting Date & Agenda Items
The next Community Outreach & Advocacy Committee meeting will be September 9, 2003.

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee DRAFT Agenda
Tuesday, September 9, 2003
25 Van Ness, Room 330 A
5:30-7:30 p.m.

Item	Presenter	Time
1. Introductions	Group	5:30
2. Review/Approve Agenda	Group	5:35
3. Review/Approve Minutes *Minutes from August 12, 2003*	Group	5:40
4. Announcements	Group	5:45
5. Public Comment	Group	5:55
6. Advocacy Report	Richard Bargetto	6:00
7. SRO Report	Charles Siron	6:15
8. Planning for Future Community Forums *Beginning Discussion on how many, which communities, different formats, when, and where.*	Group	6:25
9. Open Nomination for Committee Co-chairs	Group	6:50
10. HOPWA Loan Committee Seat *Discuss the Council's vacant seat on the Housing Opportunities for People with AIDS/HIV (HOPWA) loan committee.*	Group	7:00
11. Calendar Planning *Plan and develop a committee calendar.*	Group	7:10
12. Next Meeting Date and Agenda Items	Group	7:25
Adjourned		7:30

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

HIV Health Services Planning Council
730 Polk Street San Francisco, CA 94109
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San Francisco Department of Public Health, AIDS Office

25 Van Ness Avenue, 5th floor, San Francisco, CA 94102

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SF Docs

From: Leah Crask [lcrask@SHANTI.ORG] **Sent:** Mon 9/8/2003 12:18 PM
To: SF_HIV_Health_Services_Planning_Council@yahoogroups. Com (E-mail); SF Docs
Cc:
Subject: CANCELLED-Community Outreach & Advocacy Committee Mtg
Attachments:

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> This Meeting for tomorrow, Tuesday September 9, 2003 is CANCELLED
>
> — San Francisco ≡ Agenda
> The HIV Health Services Planning Council - Community Outreach & Advocacy Committee meeting on Tuesday, September 9, 2003 from 5:30-7:30 p.m. at 25 Van Ness, room 330A HAS BEEN CANCELLED.
>
> Leah Crask
> Administrative Assistant
> HIV Health Services Planning Council
> 730 Polk Street, 3rd Floor
> San Francisco, CA 94109
> Phone: (415) 674-4768 / Fax: (415) 674-0371
> Email: lecrask@shanti.org
>

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee Agenda
Tuesday, October 14, 2003
25 Van Ness, Room 330 B
5:30-7:30 p.m.

22.25

10/14/03

Item	Presenter	Time
1. **Introductions**	Co - Chairs	5:30
2. **Review/Approve Agenda**	Co – Chairs	5:35
3. **Review/Approve Minutes** *Minutes from August 12, 2003*	Co - Chairs	5:40
4. **Announcements**	Co - Chairs	5:45
5. **Public Comment**	Co - Chairs	5:50
6. **Nomination and Election of Committee Co-chairs**	Co - Chairs	6:00
7. **Advocacy Report**	Richard Bargetto	6:10
8. **SRO Report**	Charles Siron	6:30
9. **Committee Planning** *Discuss what the committee would like to do in the upcoming year*	Co - Chairs	6:40
10. **Planning Council Brochure** *Discuss & begin reviewing previously developed material*	Co - Chairs	7:10
11. **Housing Opportunities for People with AIDS/HIV (HOPWA) Loan Committee Seat** *Develop plan to fill the Council's vacant seat*	Co - Chairs	7:20
12. **Next Meeting Date and Agenda Items**	Co - Chairs	7:25
13. **Adjourned**	Co - Chairs	7:30

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee
Draft Minutes
Tuesday, October 14, 2003
25 Van Ness, Room 330 B
5:30-7:30 p.m.

Committee Members Present: Darnell Durio, Catherine Geanuracos, Jesus Guillen, Walter Miller Jr.
Committee Members Absent: Donald Frazier, Tracy Neil
Council Members Present: Joe Mc Murray, Brad Hume, Charles Siron
Others Present: Joe Fera (Director of Community Support), Leah Crask (Council Adm. Asst.), Richard Bargettto (HIV Consumer Rigths Advocate), Deana McAllister (HIV Outreach/CATS)

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1. Introductions

2. Review/Approve Agenda
The agenda was approved.

3. Review/Approve Minutes
The minutes from August 12, 2003 were approved.

4. Announcements
Joe Fera announced, anyone who has not yet filled out an evaluation of prioritization, please do so and turn it in to council support as soon as possible.

5. Public Comment
There was no public comment

6. Nomination and Election of Committee Co-chairs
Council Member (CM) Geanuracos and CM Durio were previously nominated for Committee CO-chairs. Seeing no more nominations, the committee closed nominations and voted unanimously in favor of the two nominations. CM Geanuracos and CM Durio are the new Committee CO-chairs.

7. Advocacy Report
Richard Bargetto handed out the Advocacy Report to the Committee and explained some of the current situations at the HIV Consumer Rights Advocacy Project. He also has been working on the development of a standard for grievance procedures, which all contractors will receive the language for in the next couple of months for next year's contracts. It was mentioned that the Council could develop a policy regarding what consequences there are for an agency when their conduct fall below the Standards of Care set by the Council. In addition, at Mr. Bargetto's meeting with the Contractors, they seemed very interested in having a violence training and if the AIDS Office could offer this training they would take advantage of it.

8. SRO Report
CM Siron reported that the SRO task force will meet on October 15, 2003 in City Hall, room 278 at 10:30 a.m.-12:00 p.m., he did not have anything to report because he was not able to attend the last meeting. CM Siron then gave a brief overview of the SRO Health and Safety Taskforce. He represents people living with HIV in hotels and he will be presenting a report at next months meeting on people living with HIV. The meetings are open to the public. The Council requested this seat because during a Community Forum in the Tenderloin neighborhood, most of the complaints were regarding hotels.

9. Committee Planning

The Committee discussed possible activities for the coming year and the Committee calendar. Some topics included:

-Smaller focus groups (African American in Southeast SF, Latinos in the Mission, and Asian Pacific Islanders) and one general forum
-Goals for community input, what to get out of the focus groups or forums
-Review of Advocacy Project and give recommendations to the full Council
-Council brochures
-Webpage for HIV Consumer Rights Advocacy project
-Develop policies around agencies that do not meet the Standards of Care
-By March 1, 2004 have the Advocacy Project on the Reggie system
-Council publicity and image development
-Press Release with decisions from prioritization

CM Durio agreed to put together a list of activities and send it out to all Committee members before the next meeting.

10. Planning Council Brochure

The Committee discussed the brochures for the Council and the HIV Consumer Rights Advocacy Project. Richard Bargetto has some minor changes for the text in the Advocacy brochure. The committee made the following recommendations:

- New Graphics, more positive looking graphics for the Advocacy Project
- Make Advocacy Project (title) larger on the cover
- Both brochures should be consistent in color and have simpler designs
- Advocacy brochure should say this is a project of the HIV Health Services Planning Council and have the Council's logo
- Check the reading level, the text should be understandable to everyone (take out "logistics")
- Invite people to attend the Council's meetings
- Have an information box stating if you are HIV Positive and not in CARE, and list a referral number, instead of a graphic (Council Support needs to find out a number for referral)
- The photo of hands and the Council's logo are the only graphics, and should be used in both brochures
- Joe Fera will be the contact person with the Graphic Designer

The Committee will further discuss this item at the next meeting.

11. Housing Opportunities for People with AIDS/HIV (HOPWA) Loan Committee Seat

CM Hume explained that the Council has two seats on the Housing Opportunities for People with AIDS/HIV (HOPWA) Loan Committee. CM Hume holds one seat on the Committee, and mentioned that the Committee just finished approving one of the last housing projects. The rest of the committee's work will be focused on renewals. The seat requires someone who will be willing to read a lot of information in a short period of time, the Committee does not meet monthly but when there is work to do meets more often. CM Hume recommends a Council representative who is HIV+. CM Hume agreed to write a letter about the Committee and the time requirements, and Council Support will distribute the letter on the Yahoo! Group. Any Council Members who are interested in the open seat will contact CM Hume and at the next Community Outreach and Advocacy Committee meeting there

will be a discussion about the Council Members interested in the seat and the Committee will make a recommendation to the full Council for an appointment.

12. Next Meeting Date and Agenda Items
The Committee discussed changing the meeting time. The Committee voted to change the meeting time to the second Wednesday of each month from 4:30-6:30 p.m.

The next Committee meeting will be on Wednesday, November 12, 2003 from 4:30-6:30 p.m.

Possible Agenda Items Include:

- Advocacy Report
- SRO Report
- Committee Planning/Calendar Creation
- Planning Council Brochures
- HOPWA Loan Committee Seat

The meeting was adjourned at 7:19 p.m.

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee Agenda
Wednesday, November 12, 2003
25 Van Ness, Room 330 B
4:30-6:30 p.m.

Item	Presenter	Time
1. Introductions	Catherine Geanuracos	4:30
2. Review/Approve Agenda	Catherine Geanuracos	4:35
3. Review/Approve Minutes *Minutes from October 14, 2003*	Catherine Geanuracos	4:40
4. Announcements	Catherine Geanuracos	4:45
5. Public Comment	Catherine Geanuracos	4:50
6. Advocacy Report	Richard Bargetto	4:55
7. SRO Report	Charles Siron	5:05
8. 11. Housing Opportunities for People with AIDS/HIV (HOPWA) Loan Committee Seat-VOTE *Discuss interested Council Members and vote on a recommendation to the full Council for the appointment of a Council Member to the HOPWA Loan Committee Seat.*	Catherine Geanuracos	5:10
9. HIV Health Services Solicitation Planning	Russ Zellers	5:15
10. Committee Planning *Create the Committee Calendar and discuss possible Committee activities.*	Catherine Geanuracos	5:30
11. Change meeting Time *Discuss changing meeting time back to 5:30 – 7:30 to accommodate better community participation*	Catherine Geanuracos	6:15
12. Planning Council Brochure *Discuss postponement of this item until next meeting*	Catherine Geanuracos	6:20
13. Next Meeting Date and Agenda Items	Catherine Geanuracos	6:25
14. Adjourned	Catherine Geanuracos	6:30

Mission Statement: *To ensure that the voice of the community and consumers are part of the work of the Council. The committee will ensure that consumers and other community members have the opportunity to give input to the Council, be educated on the issues that affect the HIV/AIDS community, and are empowered to be a voice for the needs of the HIV/AIDS community that can affect positive change and ensure public policies that enhance the lives of people living with HIV/AIDS.*

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Community Outreach & Advocacy Committee Draft Minutes
Wednesday, November 12, 2003
25 Van Ness, Room 330 B
4:30-6:30 p.m.

Committee Member Present: Joe McMurray, Catherine Geanuracos, Walter Miller Jr., Natalie Isaac, Cecilia Chung
Committee Members Absent: Darnell Durio,
Council Members Present: Charles Siron
Others present: Joe Fera (Director of Community Support), Leah Crask (Council Adm. Asst.), Richard Bargetto (HIV Consumer Rights Advocate), Russ Zellers (HIV Health Services-AIDS Office)

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1. Introductions

2. Review/Approve Agenda
The agenda was approved.

3. Review/Approve Minutes
The minutes from October 14, 2003 were approved.

4. Announcements
Council Member (CM) Geanuracos announced the opening of a downtown clinic in Oakland for youth. For more information, please contact CM Geanuracos.

Joe Fera asked Council Members to please turn in their Training Needs Assessment forms as soon as possible.

5. Public Comment
There was no public comment.

6. Advocacy Report
Richard Bargetto handed the HIV Consumer Rights Advocacy Project October 2003 report. He asked for suggestions for when agencies do not meet their own standards of care for clients. Russ Zellers mentions that the AIDS Office will monitor, starting next year, all the Standards of Care. Richard Bargetto agrees to involve Russ Zeller in the appropriate grievances and to speak with him about any specific problems in which the AIDS Office could help.

Mr. Bargetto also mentioned CM Miller is volunteering to go to agencies and see that the grievance procedures are being followed and if there is information about the HIV Consumer Rights Advocacy Project available to clients.

7. SRO Report
CM Siron gave a brief update on the SRO Taskforce. Their last meeting was on November 5, 2003; CM Siron might give a report on prioritization at their December 3, 2003 meeting.

8. Housing Opportunities for People with AIDS/HIV (HOPWA) Loan Committee Seat-VOTE
CM Hume was not at the Committee meeting and he is the contact person for anyone interested in the HOPWA Loan Committee seat, therefore the Committee decided to wait and discuss this topic at next month's meeting, when CM Hume could let the co-chairs know the names of those Council Members interested in the seat.

9. HIV Health Services Solicitation Planning
Russ Zellers handed out a list of the solicitations going out in 2004-05. He explained this is under revision and some services might go out soon than anticipated. As part of this solicitation process the AIDS Office tries to meet with the community before writing the solicitations, this has not been very successful in the past so he asked the Community Outreach and Advocacy Committee if they would like to be involved. The Committee agreed they would be interested in supporting the community input meetings. A suggestions to house these meetings in organizations where clients are already going was made, and to advertise in organizations. Mr. Zellers stated the goal is to start these meeting in February 2004 until about the middle of the summer. A schedule should be out after the December holidays.

10. Committee Planning
CM Geanuracos passed out an updated version of the Committee calendar. Community Input Solicitations should be added to the list. The Committee reviewed the draft calendar and made changes.

In January, 2004 the Committee would like to put on the agenda at the full Council Meeting a discussion about what Council Members would like to get from community input meetings.

Joe Fera agreed to proof the text for the Council brochure and check with CM Durio about using the same designer or contacting a new one.

The Committee also talked about putting the brochure information on the website for the HIV Consumer Rights Advocacy project.

At the next Committee meeting a discussion about target populations and issues for the community input activities. The Committee proposed holding one large event and three smaller events. The earliest an event could be held is February 2004. The Committee mentioned having a large event in April, and then two smaller events in August and October 2004.

The Committee would like to follow up on the assessment in Bayview-Hunters Point, which the AIDS Office is conducting.

Please see the attached Committee activities and potential timeline for 2004.

11. Change meeting Time
The Committee changed the meeting time to 5:30-7:00 p.m. on the second Wednesday of each month.

12. Planning Council Brochure
Joe Fera agreed to contact CM Durio for further information on the brochures.

13. Next Meeting Date and Agenda Items
The next Community Outreach and Advocacy Committee meeting will be on Tuesday, December 10, 2003, from 5:30-7:00 p.m.

Possible agenda topics include:
- -HOPWA Loan Committee Seat
- -Council Brochure Update
- -Advocacy Report
- -SRO Report

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Community Outreach & Advocacy Committee Agenda
Wednesday, December 10, 2003
25 Van Ness, Room 330 A
5:30-7:00 p.m.

Item	Presenter	Time
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2. Review/Approve Agenda	Co-chairs	5:35
3. Review/Approve Minutes *Minutes from November 12, 2003*	Co-chairs	5:40
4. Announcements	Co-chairs	5:45
5. Public Comment	Co-chairs	5:50
6. Advocacy Report	Richard Bargetto	5:55
7. SRO Report	Charles Siron	6:05
8. Prevention Council Report – begin planning for joint meeting	Catherine Geanuracos	6:10
9. Housing Opportunities for People with AIDS/HIV (HOPWA) Loan Committee Seat-VOTE *Discuss interested Council Members and vote on a recommendation to the full Council for the appointment of a Council Member to the HOPWA Loan Committee Seat.*	Co-chairs	6:15
11. Community Input Activities Planning *The Committee will discuss target populations and issues for the community input activities.*	Co-chairs	6:25
12. Planning Council Brochure *Update on the development of the Planning Council Brochures*	Co-chairs	6:50
13. Next Meeting Date and Agenda Items	Co-chairs	6:55
14. Adjourned	Co-chairs	7:00

Mission Statement: *To ensure that the voice of the community and consumers are part of the work of the Council. The committee will ensure that consumers and other community members have the opportunity to give input to the Council, be educated on the issues that affect the HIV/AIDS community, and are empowered to be a voice for the needs of the HIV/AIDS community that can affect positive change and ensure public policies that enhance the lives of people living with HIV/AIDS.*

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee Minutes
Wednesday, December 10, 2003
25 Van Ness, Room 330 A
5:30-7:00 p.m.

Committee Members Present: Walter Miller, Jesus Guillen, Joe McMurray, Cecilia Chung, Darnell Durio, Catherine Geanuracos
Committee Members Absent: Donald Frazier
Council Members Present: Brad Hume
Others Present: Leah Crask (Council Adm. Asst), Richard Bargetto (HIV Consumer Rights Advocate), Eric Ciasullo (AIDS Office)

1. Introductions

2. Review/Approve Agenda
Agenda item 7, SRO Report, was removed from the agenda. Council Member (CM) Hume will also present item 8, Prevention Council Report – begin planning for joint meeting. The revised agenda was then approved by consensus.

3. Review/Approve Minutes
The minutes from November 12, 2003 were approved by consensus.

4. Announcements
CM Chung announced she is on the Transgender Steering Committee and they will be having a Holiday Party on December 18, 2003 in the Ceremonial Room at the LGBT Community Center from 6:00-9:00 p.m. The event is free and open to all.

5. Public Comment
Eric Ciasullo mentioned that the focus of his work in the AIDS Office is work place re-entry. He comes to this Committee's meetings when he can as a representative for the AIDS Office and for NAPWA.

6. Advocacy Report
Richard Bargetto handed out the HIV Consumer Rights Advocacy Project report for the previous month. He mentioned last month was a very busy month and this time of year seems to be more active in general. He reviewed some of the key cases of the report and the Committee asked questions. He also mentioned that for many clients there is a fear of retaliation if a grievance is filed with an agency from which they are still using services.

7. Prevention Council Report – begin planning for joint meeting
CM Geanuracos mentioned she put this item on the agenda because one of the charges of this Committee is to make sure there is an on-going collaboration with the HIV Prevention Planning Council.

CM Hume announced the joint working group with the Prevention Council has come up with a definition of prevention with Positives. The working group has met four times and the definition has been approved by the HIV Prevention Planning Council and will need to be approved by HIV Health Services Council at the January 2004 meeting. The Prevention Council is going to have a standing committee for Prevention with Positives starting in January 2004. The working group has disbanded and the Prevention committee will take its place. CM Hume mentioned it would be good to have two or more Council Members going to these Committee meetings to represent the CARE side. There is also a possible of having two designated Care Council seats on the Committee. At the work group, in general the number of Care Council Members present has been disappointing. Also having standard Care Council participation on this Committee might make it possible to have only one joint meeting with the Prevention Council each year.

Eric Ciasullo mentioned there is also a group in the AIDS Office meeting about Prevention with Positives. They had a focus group with providers to talk about how to better engage people living with HIV and to discuss holding a day long community action forum. Provider participation was extremely low, therefore they were discouraged to plan a day long event at this time. At the next Committee meeting the topic of how to better engage HIV+ people will be on the agenda, in order to give some feedback to the AIDS Office.

CM Geanuracos asked that an announcement be sent out to the Yahoo! Group to see if any Council Members are interested in attending the Prevention with Positives Committee. Hopefully by January a date for the first Committee meeting will be known.

8. Housing Opportunities for People with AIDS/HIV (HOPWA) Loan Committee Seat-VOTE
CM McMurray and CM Miller expressed interested in the HOPWA Loan Committee seat. After discussion, the Committee voted by ballot on the new HOPWA Loan Committee representative. CM McMurray will hold the second HOPWA Loan Committee seat. (For a record of the vote, please contact Council Support).

9. Community Input Activities Planning
The Committee discussed asking the Council at the January meeting if there is any strong interest for having certain populations as areas of focus for the Community Input activities.

The Committee has discussed focusing on populations or on issues. CM Geanuracos encouraged the Committee members to get input on these options from people outside the Committee. Some possible populations included:

- Latino
- Asian/Pacific Islanders
- African Americans (Committee decided this group would not be a focus since the assessment is going on this year)

Some possible issues mentioned were:

- What would you change in your services?
- What services consumers believe are important (important for feedback from prioritization)
- Employment services- whether vocational training and counseling should also be available

CM Chung mentioned she would like to see a commitment from the Council to really look at the results of Community input and include them in the decision making process. CM Hume mentioned a large scale event, where many people are reached, then the data seems to hold more meaning for the Council.

The Committee mentioned doing a bigger Community input event before prioritization, possible focusing on Service Category Priorities or Employment Services. A smaller scale event could be held in June/July, after prioritization, for Latino and/or API people living with HIV.

The Committee discussed how to decide which group to focus on. The Committee discussed concentrating on receiving more qualitative data as a result of the Community input activity. At the January Committee meeting, the Committee will discuss what to present to the Full Council. Before the next Committee meeting the committee agreed to think about what expertise they have and also to contact the Planning Committee to see if they have any recommendations for a focus which would relate to the prioritization process.

10. Planning Council Brochure
CM Durio brought in samples of a new designers work. The Committee discussed having a new designer complete the brochure. CM Durio agreed to invite Michael Carr to the next Committee meeting.

It was suggested that in future the Committee could look at the possibility of using student designers or of having a couple of designers to choose from. Currently, in the interest of time, the Committee decided to move forward with this process.

11. Next Meeting Date and Agenda Items
The next meeting will be Wednesday, January 14, 2004 from 5:30-7:00 p.m.
Possible agenda items include:

- Brochure development/ Michael Carr
- Advocacy and SRO Report
- Presentation at the Council Meeting
- Community input planning
- Treatment on Demand application/information
- Prevention for Positives Discussion- how to better engage HIV+ people

The meeting was adjourned at 6:53 p.m.

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee Agenda
Wednesday, January 14, 2004
25 Van Ness, Room 330 A
5:30-7:00 p.m.

Item	Presenter	Time
1. Introductions	Co-chairs	5:30
2. Review/Approve Agenda	Co-chairs	5:33
3. Review/Approve Minutes *Minutes from December 10, 2003*	Co-chairs	5:35
4. Announcements	Co-chairs	5:37
5. Public Comment	Co-chairs	5:40
6. Advocacy Report	Richard Bargetto	5:43
7. SRO Report	Charles Siron	5:55
8. Planning Council Brochure Development *Discuss development of a new Planning Council brochure with Michael Carr.*	Co-chairs/ Michael Carr	6:00
9. Prevention Council Committee *Discuss Planning Council membership on the Prevention Council's Prevention with Positives Committee.*	Co-chairs	6:20
10. Prevention with Positives & Community Input Activities Planning continued *Discuss prevention with positives and how to better engage HIV+ individuals in community input activities and also discuss target populations and issues for the community input activities.*	Co-chairs	6:25
11. Community Input Discussion at the Full Council Meeting *The Committee will discuss the facilitation of the discussion/presentation for the January Council Meeting.*	Co-chairs	6:45
12. Treatment On Demand Council *Discuss a possible Planning Council Seat on the Treatment on Demand Council.*	Co-chairs	
13. Next Meeting Date and Agenda Items	Co-chairs	6:55
14. Adjourned	Co-chairs	7:00

Mission Statement: *To ensure that the voice of the community and consumers are part of the work of the Council. The committee will ensure that consumers and other community members have the opportunity to give input to the Council, be educated on the issues that affect the HIV/AIDS community, and are empowered to be a voice for the needs of the HIV/AIDS community that can affect positive change and ensure public policies that enhance the lives of people living with HIV/AIDS.*

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730 Polk Street San Francisco, CA 94109
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HIV Health Services Planning Council
Community Outreach & Advocacy Committee
Draft Minutes
Wednesday, January 14, 2004
25 Van Ness, Room 330 A
5:30-7:00 p.m.

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Committee Members Present: Walter Miller Jr., Joe McMurray, Darnell Durio, Catherine Geanuracos
Committee Members Absent: Donald Frazier, Cecilia Chung
Council Members Present: Brad Hume
Others Present: Michael Carr (Shanti), Leah Crask (Planning Council Assistant), Richard Bargetto (HIV Consumer Rights Advocacy Project), Eric Ciasullo (AIDS Office), Tracy Packer (AIDS Office-HIV Prevention Planning Council)

2.25
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1. Introductions

2. Review/Approve Agenda
Agenda item 9, Prevention Council Committee, was moved to item 3. The revised agenda was then approved by consensus.

3. Prevention Council Committee
CM Geanuracos explained there is a new Prevention with Positives Committee on the HIV Prevention Planning Council (HPPC). The Committee is interested in having joint participation with from both Councils and possibly having a Committee co-chair from each Council. The Committee discussed Council Members receiving Committee attendance credit by attending the Prevention with Positives Committee meeting as their home Committee. CM Geanuracos will send out an email asking for Council members interested in participating in this Committee. The Committee could then make a recommendation to the steering Committee regarding council member attendance at the Prevention with Positives Committee. Tracy Packer explained some of the history behind the development of the HPPC's Prevention with Positives Committee. She stated there will be opening for about nine Council Members to be on the Committee. The first meeting will be on Wednesday, January 21, 2004 from 4:00-5:30 p.m. at 25 Van Ness in the conference room on the 5th floor. CM Hume suggested the Committee communicate with the Membership Committee Co-chairs before sending this to the Steering Committee. The Committee discussed having about four Council members on this Committee. CMs Durio and McMurray will try to attend the first meeting. CM Geanuracos will contact the Membership Committee Co-chairs. The Committee supported the Council having stable participation in the HHPC Prevention with Positives Committee.

4. Review/Approve Minutes
The draft minutes from December 10, 2003 were changed to reflect Eric Ciasullo as an AIDS Office representative. The revised minutes were than approved by consensus.

5. Announcements
CM Hume read an internal Shanti email, which stated after mutual agreement, Joe Fera had left his position as Director of Community Support. He mentioned the Council Co-chairs concurred with this decision.

CM McMurray mentioned he attended the Planning Committee meeting and explained the proposal from John Golenski to develop the prioritization process. He explained that Mr. Golenski would be working with this Committee to collect and develop relevant consumer input data for prioritization.

Leah Crask mentioned the Young Positives Project's presentation. The Committee agreed to ask the group to come and present the results at the next Committee meeting and then discuss presenting at the February Council Meeting.

6. Public Comment
There was no public comment.

7. Advocacy Report
Richard Bargetto handed out the December 2003 Advocacy report. He briefly reviewed the new cases. For more information please request a copy of the report.
Mr. Bargetto then gave a formal thank you to CM Miller for volunteering at the Advocacy Project.

In a couple of weeks, Mr. Bargetto will be doing a training for providers about the five new changes to the DPH grievance procedures.

8. SRO Report
CM Durio explained there was no SRO Task Force meeting in December 2003, therefore there is nothing to report.

9. Planning Council Brochure Development
Michael Carr joined the Committee in discussing the development of a new Planning Council brochure. The Committee discussed their ideas about the brochure. The consumer audience is most important to reach so the brochure should be very accessible. A possible small section of Spanish or Spanish translation of the brochure was discussed. Michael Carr agreed to have a draft brochure for the next Committee Meeting. Council Support will give Mr. Carr the text for the brochure and samples of the previous brochure designs. CM Geanurcos will review the brochure before the next Committee meeting.

10. Prevention with Positives & Community Input Activities Planning continued
Agenda items 10 and 11 were combined. Please see below.

11. Community Input Discussion at the Full Council Meeting
CM Geanuracos mentioned the Committee is asking for space on the Full Council meeting agenda to hear any specific issues Council Members feel should be addressed in the Community Input events. The Committee will just be looking for ideas and then will work on developing methods for these activities at a later time. CM Hume mentioned looking at the ISM as a subject area.

12. Treatment On Demand Council
The Committee discussed learning more about the Treatment On Demand (TOD) Council and possibly getting a Planning Council seat on the TOD Council. Eric Ciasullo suggested the Committee find out more about the Treatment On Demand Council. CM Durio agreed to try and attend the next TOD Council meeting to have a better idea of what the council does and of who the Council is comprised. He will then bring this information back to Committee.

13. Next Meeting Date and Agenda Items
The next meeting will be on Wednesday, February 11, 2004.

Council Support agreed to ask Michael Carr to get an estimate of costs for the Council brochure and to get budget information for the Steering Committee or the next meeting. Council Support also agreed to send the Advocacy Report out via email before the Committee meeting.

14. Adjourned

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee Agenda
Wednesday, February 11, 2004
25 Van Ness, Room 330 B
5:30-7:00 p.m.

2.25

11/04

Item	Presenter	Time
1. Introductions	Co-chairs	5:30
2. Review/Approve Agenda	Co-chairs	5:33
3. Review/Approve Minutes *Minutes from January 14, 2004*	Co-chairs	5:35
4. Announcements	Co-chairs	5:37
5. Public Comment	Co-chairs	5:40
6. Advocacy Report	Richard Bargetto	5:43
7. SRO Report	Charles Siron	5:55
8. Planning Council Brochure Development *Review new Planning Council brochure and printing costs with Michael Carr.*	Co-chairs/ Michael Carr	6:00
9. Young Positive Project Presentation *The Young Positive Project will give a brief presentation of the project to gather Committee input and prepare for a full Council Meeting presentation.*	Jason Vaudrey, Kristina Popplewell, Jessica Bowen	6:15
10. Community Input Activities *The Committee will discuss various ideas and focuses for Community input activities.*	Co-chairs	6:35
11. Prevention with Positives Committee *A update on the HPPC Prevention with Positives Committee and Planning Council Member participation*	Co-chairs	6:45
12. Treatment On Demand Council *A brief update regarding the focus and membership of the Treatment in Demand Council.*	Co-chairs	6:50
13. Next Meeting Date and Agenda Items	Co-chairs	6:55
14. Adjourned	Co-chairs	7:00

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee Minutes
Wednesday, February 11, 2004
25 Van Ness, Room 330 B
5:30-7:00 p.m.

Committee Members Present: Darnell Durio, Catherine Geanuracos, Walter Miller, Jr., Joe McMurray
Committee Members Absent: Donald Frazier, Jesus Guillen, Cecilia Chung
Council Members Present: Charles Sims, Eric Ciasullo, Hywel Sims, Jason Vaudrey, Kris Popplewell, Jessica Bowen
Others Present: Leah Crask (Council Adm. Asst), Deborah Kingori (Program Assistant), Michael Carr (graphic designer), John Golenski (Consultant)

1. Introductions

2. Review/Approve Agenda
The agenda was approved.

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3. Review/Approve Minutes
The minutes from January 14, 2004 were approved.

104

4. Announcements
• In February, Stanford University is having an International AIDS health conference.
• The National Positive Youth Summit will take place this weekend in Portland, Oregon.
• The Prevention Council meeting tomorrow will be held in the Mayor's Conference room. Join AIDSWatch the second weekend in May. Advocates from all over America are coming to Washington to meet with their U.S. Senators and Representatives. Registration can be done online at www.napwa.org. Some scholarships will be available.

5. Public Comment
There was no public comment.

6. Advocacy Report
Richard gave a presentation at the AIDS office on grievance procedures. Only 20 attendees were expected to attend; however, 48 people came. There were 3 new grievance cases in the month of January. One had to do with a client who went to UOP and had a bad experience. He thought that there were unnecessary procedures. He filed a grievance which had used a lot of legal terminology and when you do that at UOP, it immediately goes to their legal department. So he has not heard anything in a number of months. We have henceforth amended the grievance procedure to make it more agency friendly and hoping to actually get a response. They basically want to the legal department. Things slowed down dramatically. He did it on his own and then it went to their legal department. The legal department started to develop obstacles -- if it had proper releases to respond. Richard is working with him and things are moving forward slowly but still with resistance.
The other two have to do with Baker Places. Baker Places is reorganizing their grievance structure, which in part is why Baker Places has been so active these past few months.

One has to do with a policy that states that you have to have twenty hours of structured activity. The client thought that going to school would count towards that, and apparently when it was evaluated, they were told that it was not. School would not qualify as a structured activity and he had to leave the program for not having his 20 hours of organized structured activity. The grievance was based on an unclear definition of structured organized activity. Clients are unsure of whether they can go to meetings, AA meetings. What are the parameters around that policy? They are not following their own grievance procedures in responding back, but they are trying to respond back in writing.

In the third case, Baker's Place just lost a person's storage items, so a grievance for $1,100 was filed and listed everything and they agreed to pay $600. The process is being "wrapped up." The client feels that although his items were worth $1,100, he would be happy with $600.

A client went to the Mission neighborhood health center and an oral HIV test was done. The results showed that the client was HIV positive. A couple of weeks later, he got a disabling HIV diagnosis letter, from the nurse practitioner. He then started accessing services from about seven different agencies in town for approximately fourteen months. He was getting primary care at NAP (Native American AIDS Project). During the fourteenth month, the doctor there decided to do a HIV test since his numbers seemed so stable. The results showed that he was HIV negative. He filed a grievance for an apology and a review of procedures. He insisted on knowing how disabling letters are given and why he was not given a confirmatory blood test. Most San Francisco providers only require a confirming letter from one other San Francisco provider.

7. SRO Report
Charles Siron presented the SRO (Single Room Occupancy) report. The SRO Task Force community of the Mayor's Office is families in SRO. The task force will obtain data about people needing HIV and SRO. Part of it will be paying for the hotel and part of it will be a voucher so they will not pay too much of it. There is talk about changing the policy and procedure of the voucher for the city.

CM Miller, Jr. mentioned that some horror stories about a few clients at the Ambassador Hotel that were left unattended. He expressed an extreme need for full-time attendants.

8. Planning Council Brochure Development
The Planning Council brochure (designed by Michael Carr) and printing costs were reviewed.
Some of the text will be changed, so that the language will be simplified.

Michael Carr handed out six samples of the new brochure. He was aware that CM Geanuracos wanted the question on the front cover to be "more catchy." He changed the part on the back that reads what is the Ryan White Care Act? What is exciting about what the council does is that it makes significant financial decisions for the city.

The Committee comments about the new brochure design.
CM Geanuracos discussed changes in text of brochure. She is going to provide an updated version of the text. She read her revisions aloud and suggested to include service information in the brochure for individuals who are disconnected from AIDS care. Council Support will obtain a contact number to add to the brochure. The brochures will be available at service agencies and will also be used for community outreach. Committee Members will have brochures on hand for distribution. Furthermore, it will be used for membership recruitment. Brochures should also be available at committee meetings. A Spanish language brochure is being planned. There is additional money in the budget for another brochure. Since the brochure will highly distributed, it was decided that a new draft, with text revisions, will be sent to

the Steering Committee for additional feedback. Michael Carr will begin to develop the brochure for the HIV Consumer Rights Advocacy Project.

9. Young Positive Project Presentation

The Young Positive Project gave a brief presentation of the project to gather Committee input and prepare for a full Council meeting presentation. The speakers included Jason Vaudrey, Kristina Popplewell, and Jessica Bowen.

Please refer to the slide handout. The project involved interviewing 16 youths. HIV Health Services Planning Council was supportive of this project. Jorge Rodrigez conducted three of the interviews in Spanish. The CDC estimates that at least half of HIV infections are in the population under age twenty-five. The goal of the project is to identify barriers of care among HIV positive youth care in the eligible metropolitan area (EMA). The youths interviewed were between ages sixteen and twenty-four. The goal was to conduct fifteen to twenty qualitative interviews. Last March, the project was presented to the Planning Council. An introductory letter was presented. Literature was conducted in the summer, a list of stakeholders was compiled, about thirty agencies were contacted for recruitment, a qualitative interview tool was developed in early September, the consent form and demographic form were also developed, funds were secured from the Planning Council to reimburse the participants for their time, in October the sixteen interviews were conducted, in November the data was compiled, in early December was an analysis of the data, themes were extracted, and recommendations were written. The interview tool is 78 qualitative and quantitative questions looking at demographic information, living situation, drug use, insurance coverage, testing experience, barriers to care, and suggestions for improvement of services, or identification of lack in services.

The actual participants were between the ages of nineteen and twenty four. Please see the handouts for a complete breakdown. Sixty-three percent were gay. In terms of ethnicity, there was a diverse mix (32% white, 25% Latino, and 25% African American. While the sample was small, it was representative of the overall HIV population.
Findings: about 38% lived in hotels or rooming houses, 25% live in shelters, only 31% had jobs, 44% made less than $500 per month. They would all be classified as lower income. The barriers to care were summarized and ranked according to the frequency. The most common barrier was frustration from being in an overcrowded clinic and having to wait for a long time. The next most common barrier was the difficulty in scheduling an appointment. Drug use ranked as the third most common barrier. Drug users were not excluded from care because they use, but because they miss their scheduled appointments. Another barrier was that some people were not receiving care for mental health issues. Some reported a lack of trust in their service providers. Several worried about confidentiality and a lack of respect. There were complaints about high staff turnover. They feel that case workers are overloaded and stressed.
Most of the survey questions were open-ended, such as, "Do you have a case worker and if so, how is your relationship with that case worker?" Another barrier was a lack of money. Many patients were unaware of how their visits are paid for. Lack of transportation to doctor appointments is a money-related barrier. Lack of emotional support is another barrier.

Based on these recommendations a program plan is being developed. Some of the recommendations such as over crowding or long waiting are not being address. However, 9 are being addressed.
• Integrate mental health care with HIV care
• Integrating drug rehabilitation services with HIV care
• Staff training on confidentiality issues as well as sensitivity training to youth
• Allocation of funds for case workers and support
• Advertising treatment services

• Preparation for independent living at 25

For the Young Positive Project a goal is to create a realistic program plan that is going to be used. The plan will probably be based around staff training or staff education on confidentiality issues, sensitivity issues, care education for getting youths off of drugs, or giving youths classes on being independent.

The council shared their questions and comments on this topic.

10. Community Input Activities
John Golenski began the discussion. The participants on the council are representatives of community stakeholders and community groups. It is difficult to get community thought and expression about this. He trusts that people know what they want and can express themselves in ways that make sense. One worry is that one forum will have the agencies overpower the consumer voice. So far, some have been well-attended by consumers of services. John Golenski feels that the first big issue is getting people there who have a voice for the consumers. The second big issue is to structure the meeting in such a way that what they tell us is useful. Last year, people ranked the services. In the past focus group were done on specific populations such as Latinos with HIV. Over the years there have been more consumers on the council. With more consumers on the Council, there will be different kinds of opportunities to recruit people. We can decide whether to focus on a specific neighborhood or a specific population. We have had a Tenderloin forum. Three items to focus upon include: severe need, underserved population, and the Integrated Service Model. John Golenski sees those as three pieces of the structure of a meeting with community people and identifying people who are underserved. John Golenski asked how his services could be most helpful in the forum. In terms of resources, prevention wants to do a day-long forum with HIV on prevention needs. Those resources might give the Council and Prevention the opportunity to join forces and have a forum that addresses a variety of issues and have more than one forum in different neighborhoods. The Planning Committee wants a discussion on ISM. One Council member suggested having a large group with some smaller focus groups, and changing the topic every year, but still having structure. That will add consistency.

The Council discussed defining its vision for the ISM model, as well as the Council members' feelings about the new model. The new model was created because the old one did not work. Consumers can bring their experiences to the discussion about the new model, but not focus on the old model. The meeting will take place in the first half of May. Possible locations were mentioned. The funds exist in our budget. The aim is to get a representative group to this forum – bring your friends – bring everybody. A skeleton was obtained from this discussion and a process will be obtained by John Golenski. He will provide the structure at the next Community Outreach Council meeting. Leah Crask will work on obtaining information about possible locations. The second week of May is a possibility. After a meeting place is confirmed, flyers can be drafted. The costs will be applied to next year's budget.

11. Prevention with Positives Committee
There was an update on the HPPC Prevention with Positives Committee and Planning Council Member participation. The Prevention with Positives Committee membership should address the issue of attendance credit at their March meeting. Prevention with Positives is holding a co-chair slot for a CARE Council member.

12. Treatment On Demand Council
There was a brief update regarding the focus and membership of the Treatment in Demand Council.

13. Next Meeting Date and Agenda Items

- Advocacy Report
- SRO Report
- Continuous Data Collection
- Young Positive Project (YPP) Presentation
- Planning Council/ Advocacy Project Brochure Development
- Community Input Activities
- Communicating Funding Cuts
- Member Conference Attendance Selection Process

14. Adjourned
This meeting adjourned at 7:30 P.M.

Meeting minutes are considered to be in DRAFT form until reviewed and approved by Council attendees.

Home | Community Outreach & Advocacy Committee | Infrastructure & Policy Committee | Evaluation Committee
Membership Committee | Planning Committee | Steering Committee

HIV Health Services Planning Council
Community Outreach & Advocacy Committee Agenda
Wednesday, March 10, 2004
25 Van Ness, Room 330 A
5:30-7:00 p.m.

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Item	Presenter	Time
1. Introductions	Co-chairs	5:30
2. Review/Approve Agenda	Co-chairs	5:33
3. Review/Approve Minutes *Minutes from January 14, 2004*	Co-chairs	5:35
4. Announcements	Co-chairs	5:37
5. Public Comment	Co-chairs	5:40
6. Advocacy Report	Richard Bargetto	5:43
7. SRO Report	Charles Siron	5:55
8. Continuous Data Collection *Michael DeMayo will present the Continuous Data Collection analysis, which is part of the Home Bound Needs Assessment Project.*	Michael DeMayo/ Co-chairs	6:00
9. Young Positive Project (YPP) Presentation *The Committee will discuss when to have the YPP present to the Full Council.*	Co-chairs	6:15
10. Planning Council/ Advocacy Project Brochure Development *Finalize the Planning Council brochure and discuss the HIV Consumer Rights Advocacy project brochure.*	Co-chairs	6:20
11. Community Input Activities *The Committee will discuss dates and locations and planning for the Community Forum.*	Co-chairs	6:30
12. Communicating Funding Cuts *The Committee will discuss how the Council is communicating funding cuts to the greater Community.*	Co-chairs	6:45
13. Member Conference Attendance Selection Process *The Committee will discuss creating a procedure for selecting Council members to attend conferences.*	Co-chairs	6:50
14. Next Meeting Date and Agenda Items	Co-chairs	6:58
15. Adjourned	Co-chairs	7:00

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee Draft Minutes
Wednesday, March 10, 2004
25 Van Ness, Room 330 A
5:30-7:00 P.M.

Committee Members Present: Ayisha Benham, Darnell Durio, Catherine Geanuracos, Walter Miller, Jr., Jesus Guillen, Cecilia Chung
Committee Members Absent: Joe McMurray
Council Staff: Leah Crask, Deborah Kingori
Council Members Present: Randy Allgaier, Brad Hume, Charles Siron.
Others Present: Richard Bargetto, Michael Carr, Eric Ciasullo, John Golenski, Hywel Sims

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1. Introductions

2. Review/Approve Agenda
The agenda was approved.

3. Review/Approve Minutes (February 11, 2004)
Item number seven (the SRO Report) will not be reviewed. The minutes were approved.

4. Announcements
• CM Geanuracos reminded the Committee that the Adolescent Health Working Group Youth Conference will be from May 8-9, 2004. Registration can be done online at hwg.org.
Public Comment:
• The Integrated Services Model (ISM) Advisory Workgroup is an advisory body that will give recommendations to the Planning Council and DPHAO. The deadline for those applications is Friday, March 12, 2004. The forms can be obtained here.

5. Public Comment
There was no public comment at this time.

6. Advocacy Report
Richard Bargetto announced a new system that Council Support will email the Advocacy Project Monthly Report to Members as part of their preparation materials. There were four new cases last month. One had to do with a client who for fourteen months thought he was positive and found out that, he was not. The Mission neighborhood responded within the proper amount of time and a meeting with the executive director was scheduled for next week. The next grievance had to do with TARC and case management. TARC is not responding to the Advocacy Project's requests for information, but as of June 30, 2004, there is a new standard set up by the AIDS Office, that all agencies are supposed to respond within a reasonable amount of time. Technically, they cannot respond before June 30 and still be compliant, but after June 30, things will change. The last two grievance cases have to do with clients that were evicted from Catholic Charity Program for accidently starting fires. Richard Bargetto tried to prevent the evictions. He might be able to save one client from eviction, since he was only involved with one fire. The other client was involved with three. Richard Bargetto asked any Committee Member knows of any organizations or support groups that deal with arson issues. CM Chung suggested the Homeless Advocacy Project because they have volunteer attorneys. Richard Bargetto also mentioned a

client who went through a substance abuse program and stayed clean and sober for six months, and after that he was asked to leave the program. The people who he shared housing with were allowed to stay because they relapsed. There is a disincentive for people to stay clean and sober since the clients who relapse get more benefits. This housing issue happens frequently. The other issue is that the jurisdiction of the Advocacy Project has been limited to San Francisco, but occasionally there are requests for work in San Mateo and Marin. Richard Bargetto spoke with both the Council Members who represent the two counties, and they are not opposed to the Advocacy Project assisting those two counties. The Committee felt that Richard should check with Joseph Cecere to see if there is any contractual information, and bring it to the next meeting. CM Durio asked about the transportation costs of seeing clients in Marin and San Mateo. Richard Bargetto handles grievances from CARE Title I.

Public Comment:
Patrick Monette-Shaw commented that it is important to have advocacy around false positives. He mentioned the physical harm of prescribing clients unnecessary medications.

7. SRO Report
This agenda item was omitted.

8. Continuous Data Collection
Michael DeMayo presented the Continuous Data Collection analysis, which is part of the Home Bound Needs Assessment Project. The original request was to write a need assessment guide for San Francisco. Hen HRSA released a new need assessment guide. All of the money in that line item had been transferred to the home bound. Michael DeMayo provided handouts defining continuous data collection and a strategy for implementing it. In addition, he is willing to take the needs assessment survey and collapse it into something that can be used throughout the year when there is a forum or meeting of clients, where it might be helpful to collect data. CM Geanuracos spoke with Michael DeMayo about trying to leverage the existing resources. She wants something that could be self administered by clients. The funds might not be available to do need assessment like the previous one. Council Members must be trained in supervising the data collection, even if it is self-administered. It would be up to the council to determine the forums where the data collection would be done. It is problematic that without a sampling frame, it is not necessarily going to be representative because it will be very self-selected. It will not be possible to choose specific populations, like the home bound. Although it has some pitfalls, it might be useful to have the data collection instrument ready to be implemented whenever possible. CM Geanuracos feels that the basic structure of the need assessment is usable, but it is important to look at the available resources. If it were not in the budget to administer 800 surveys, perhaps 500 self-administered questionnaires that follow the same structure would provide some level of comparability. Another suggestion was using the homebound survey as a model.

Public Comment:
Patrick Monette-Shaw: Given the fact that your competitive award was slashed, be very careful about doing a self-administered anything. There are reviewers in Washington looking at the quality of your data. He feels that handing out incentives will skew the data.
CM Genuracos asked the Committee if there was any objection to giving Michael DeMayo the direction to develop a self-administered survey as a step toward developing an ongoing needs assessment process that will reflect the fiscal constraints.

9. Young Positive Project (YPP) Presentation
The Committee discussed when to have the YPP present to the Full Council. Richard Bargetto felt that the sample size of the YPP survey was too small. CM Durio feels that when YPP presents to the full Council, their time should be limited. CM Hume feels it is input for prioritization for consumers.

CM Genuracos suggested that the YPP presentation be streamlined. They should only be given 15 minutes. This will be taken to Steering.

10. Planning Council/ Advocacy Project Brochure Development
The Committee worked on finalizing the Planning Council brochure and discussed the HIV Consumer Rights Advocacy Project brochure. The EMA has too much jargon. Patrick Monette-Shaw suggested an editorial change of replacing the words "such as" to "from". CMs Allgaier and Chung gave suggestions for the cover. This topic will be further discussed at the next meeting. A proposal will be brought to the next meeting

11. Community Input Activities
The Committee discussed dates, locations and planning for the Community Forum. Without a definite date, Council Support could not get an exact location. The Committee decided on considering the YMCA at Golden Gate and Bill Graham as the possible locations. Council Support will check the dates between. The Council wants the event to take place on Tuesday, Wednesday, Thursday, from 5:00 P.M. – 8:00 P.M. The dates should be from either May 11-13 or May 18-20.
The flyers for the event should be ready for the April meeting. Providers should be notified of this event by phone. In addition, a week before the event, follow-up calls should be made as an additional reminder. CM Chung volunteered to get food money donations for the Community Forum. There will be some input on the Integrated Services Model. There will be a presentation on the budget cuts and their impact on services. A portion of the meeting will be devoted to comments from people. The challenge with the agenda is to figure out a way to get feedback from everyone in attendance on the ISM. Contributions will be requested. The next meeting will be devoted to the Forum.

12. Communicating Funding Cuts
The Committee discussed how the Council is communicating funding cuts to the greater Community. A short-term press release went out to media sources and to the Yahoo group. It went to electronic media, as well as some of the Bay Area newspapers. It went to NPR. CM Chung offered to provide Council Support with a media list. CM Guillen volunteered to translate the press release for the Spanish media. Everyone should have a copy of the press release. Council support will send it to the Committee again via email. CM Geanuracos suggested that the Committee write a letter to the editor, which has not been done. CM Allgaier suggested a need for a targeted media strategy. CM Hume feels that consumers need to be addressed first! Prioritize media efforts. Providers can be asked to address consumers. Does someone want to volunteer to draft a letter to the editor for the BAR? The Council wants to maintain a good relationship with the AIDS Office. CM Allgaier volunteered to draft an open letter by Monday, March 15, 2004.

Public Comment:
According to Patrick Monette-Shaw, DPH cuts will be announced on the 16th.

13. Member Conference Attendance Selection Process
There was no time for the Committee to discuss creating a procedure for selecting Council members to attend conferences.

14. Next Meeting Date and Agenda Items
The next meeting will be held on Wednesday, April 14, 2004.

15. The meeting adjourned at 7:20 P.M.

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Home | Community Outreach & Advocacy Committee | Infrastructure & Policy Committee | Evaluation Committee
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San Francisco

HIV Health Services Planning Council
Community Outreach & Advocacy Committee Agenda
Wednesday, April 14, 2004
25 Van Ness, Room 330 A
5:30-7:00 p.m.

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Item	Presenter	Time
1. Introductions	Co-chairs	5:30
2. Review/Approve Agenda	Co-chairs	5:33
3. Review/Approve Minutes *Minutes from March 10, 2004*	Co-chairs	5:35
4. Announcements	Co-chairs	5:37
5. Public Comment	Co-chairs	5:40
6. Community Forum *The Committee will discuss the details of the Community Forum.*	Co-chairs	5:45
7. Planning Council/ Advocacy Project Brochure Development *Finalize the Planning Council brochure and discuss the HIV Consumer Rights Advocacy project brochure.*	Co-chairs	6:45
8. Next Meeting Date and Agenda Items	Co-chairs	6:58
9. Adjourned	Co-chairs	7:00

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee Agenda
Wednesday, May 12, 2004
25 Van Ness, Room 330 A
5:30-7:00 p.m.

Item	Presenter	Time
1. Introductions	Co-chairs	5:30
2. Review/Approve Agenda	Co-chairs	5:33
3. Review/Approve Minutes *Minutes from April 14, 2004*	Co-chairs	5:35
4. Announcements	Co-chairs	5:37
5. Public Comment	Co-chairs	5:40
6. SRO Report	Charles Siron	5:45
7. May Community Forum • *The Committee will discuss the details of the Community Forum on May 20, 2004.* • *Randy Allgaier will present the ISM Advisory Group's questions for the Community Forum.* • *Randy Allgaier will present the Evaluation of the Community Forum developed by the Evaluation Committee.*	Co-chairs/Randy Allgaier	5:50
8. June Community Forum *Who is going to do the work of making this forum happen?*	Co-chairs	6:50
9. Next Meeting Date and Agenda Items	Co-chairs	6:58
10. Adjourned	Co-chairs	7:00

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee Agenda
Wednesday, May 12, 2004
25 Van Ness, Room 330 A
5:30-7:00 p.m.

Committee Members Present: Catherine Geanuracos, Darnell Durio, Cecilia Chung, Joe McMurray
Other Council Members Present: Charles Siron, Randy Allgaier, Wilfredo Ortiz
Council Support: Leah Crask, Kari Orvik
Others Present: Shane Colvrey (Community Member), Eric Ciasullo (AIDS Office)

1. Introductions

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2. Review/Approve Agenda
The agenda was approved.

3. Review/Approve Minutes
There were no minutes from the April 14, 2004 meeting to review or approve.

4. Announcements
CM Allgaier gave an update at the CARE coalition meeting, Title I advocacy group, represented Planning Council, working on re-authorization in 2005. Was working on coordinating federal funding streams.
CM Geanuracos announced the Regional Youth HIV Advisory Board will hold its first full meeting on May 26th at 5:30pm, at the East Bay Wellness Center at 1755 Broadway in Downtown Oakland. They are recruiting HIV positive youth between the ages of 13-26.
CM Chung announced the annual AIDS Candlelight Vigil on Sunday May 16th at Harvey Milk Plaza.
Eric Ciasullo announced the Staying Alive Conference in Atlanta. The website is www.napwa.org and the deadline for abstracts is June 6th.
CM Allgaier announced the Governor's revised budget will be released Thursday, May 13th.
CM Geanuracos was on KALW radio to talk about the upcoming Community Forum.

5. Public Comment
There was no public comment.

6. SRO Report
CM Siron reported on the SRO task force's report to improve city emergency response in SRO hotels. The report highlighted the importance of prevention, such as improving wiring in buildings and promoting education about codes and regulations. Other topics discussed in the report were finding resources for people who are displaced due to fire, families living in SRO's and PLWH in SRO's. The SRO Task Force will attend 10-year plan Commission at the Mayor's office.

7. May Community Forum
The Committee discussed the details of the Community Forum on May 20, 2004, including food, setup, estimated attendance, and the agenda. Dinner will be served as people walked in. The room will already be arranged into chairs around tables. The Forum will begin with a short introduction about the Council, a review of the budget cuts and the prospects of moving forward, and a public comment section. The group will then divide into small groups to discuss the ISM. The following Council members volunteer to facilitate the small groups: CM Allgaier, CM Siron, CM Geanuracos, CM Hume, CM Durio, CM

Sallee or CM Booker. After a break, the small groups will conduct a 20-minute prioritization exercise. Participants can turn in their evaluation forms to receive a grocery voucher.
Council Support has already arranged for a Spanish language translator. In addition, the following items will be needed at the Forum: 6 flip-chart pads, markers, tape, colored name tags.

8. June Community Forum
Who is going to do the work of making this forum happen?
The Committee discussed the second Community Forum. CM Geanuracos expressed concern about Council Support and the Committee's capacity to put on a second forum. CM Durio stated that the Committee had already decided to hold a second forum and that it was important to have discussions from a broader sample base in order to make qualitative ranking of services. The Committee discussed the topic of having two different forums in two separate parts of town. Eric Ciasullo questioned having two different agendas for the two separate Community Forums. The Committee decided to use the same agenda for both meetings.

9. Next Meeting Date and Agenda Items

10. The meeting adjourned at 7:09pm.

Meeting minutes are considered to be in DRAFT form until reviewed and approved by Council attendees.

Home | Community Outreach & Advocacy Committee | Infrastructure & Policy Committee | Evaluation Committee
Membership Committee | Planning Committee | Steering Committee

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee Agenda
Wednesday, June 9, 2004
25 Van Ness, Room 330 A
5:30-7:00 p.m.

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Item	Presenter	Time
1. Introductions	Co-chair	5:30
2. Review/Approve Agenda	Co-chair	5:33
3. Review/Approve Minutes *Minutes from April 14 and May 12, 2004*	Co-chair	5:35
4. Announcements	Co-chair	5:37
5. Public Comment	Co-chair	5:40
6. Advocacy Report- VOTE *The Committee will vote on the jurisdiction of the Advocacy Project including San Mateo and Marin counties.*	Richard Bargetto	5:43
7. SRO Report	Charles Siron	5:55
8. Steering Committee Update The Co-chairs will present a monthly update of the Steering Committee activities and discussions. • *ISM Discussions (Randy Allgaier)*	Co-chair	6:00
9. June Community Forum *The Committee will discuss the details and preparations for the Community Forum on June 29, 2004.*	Co-chair/ Charles Siron	6:10
10. Reporting Community Input back to the Council *The Committee will discuss plans to report the input gathered back to the Council and developing a report from the Community Forums.*	Co-chair	6:30
11. Letters from the Community *The Committee will discuss letters the council has received from the community and a process or policy regarding letters received to the Council and responding to the letters..*	Co-chair	6:50
12. Next Meeting Date and Agenda Items	Co-chair	6:58
13. Adjourned	Co-chair	7:00

2.25

9/04

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee Agenda
Wednesday, June 9, 2004
25 Van Ness, Room 330 A
5:30-7:00 p.m.

Committee Members Present: Catherine Geanuracos, Joe McMurray, Darnel Durio, Cecilia Chung.
Other Council Members Present: Randy Allgaier, Charles Siron
Council Support: Leah Crask, Kari Orvik
Others present: John Golenski, Rebecca Bielski, Mike Smith (AIDS Emergency Fund)

1. Introductions

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2. Review/Approve Agenda
The agenda was reviewed and approved by consensus.

3. Review/Approve Minutes
The minutes from the May 12, 2004 meeting were reviewed and approved by consensus.

4. Announcements
CM Chung announced the Transgender March on Friday, June 25, 2004 from Dolores Park to Civic Center.

5. Public Comment

6. Advocacy Report- VOTE
The Committee discussed expanding the jurisdiction of Richard Bargetto's Advocacy Project to include San Mateo and Marin counties.
CM Durio expressed concern that if the Advocacy Project were opened up to other counties, Richard would be overwhelmed once clients found out about the service.
CM Chung made a motion to expand Richard Bargetto's jurisdiction to include all three counties (San Francisco, Marin, and San Mateo) and revisit in three months how feasible this process is.
CM McMurray seconded the motion.
CM Durio spoke against the motion and making a commitment to a service that could potentially be taken away if there were no funding.
CM McMurray spoke in favor of the motion based on Richard's confidence that he can manage all three counties.
CM Siron stated that he would vote in favor of the motion with the caveat that the service would become permanent if it was deemed successful after three months.

Public Comment on this item:
Mike Smith stated that if Richard had opportunity to advocate for other clients he should take it. If it is too much, he can always turn down proposals.

The Committee voted. The motion was approved.
The Committee will forward this recommendation to the Steering Committee.

7. SRO Report
CM Siron reported that the SRO Task Force was working with Angela Alioto on the 10-year plan.

8. Steering Committee Update
CM Allgaier reviewed the goals and recommendations of the ISM Advisory Group. CM Geanuracos commented that the Steering Committee might not come up with the same recommendations as the ISM Advisory Group, as there was some concern around taking away from public health money.

9. June Community Forum
The Committee discussed the details and preparations for the Community Forum on June 29. 2004.
CM Siron reviewed the agenda for the forum and mentioned he had received several food donations from businesses in the Castro.
CM Chung suggested having a gatekeeper to keep numbers controllable in case there were many people.
CM Allgaier suggested posting a few large written agendas on the walls.
CM Siron will need help with flyer distribution.
CM Geanuracos will bring voter reg forms and Council nomination fora.
CM Chung advocates having more fora throughout the year for collecting data.
CM McMurray would like to see the fora targeted to different communities.

Public Comment on this Item:
Mike Smith suggested writing down the service subcategories at the fora so that the public can speak on a variety of topics. He also suggested having a forum in November entirely in Spanish for monolingual Spanish speakers.

10. Reporting Community Input back to the Council
The Committee discussed plans to report the community input gathered back to the Council and develop a report from the Community Forums.
CM Allgaier clarified the goal of taking qualitative data to make quantitative data for Prioritization.

11. Letters from the Community
The Committee discussed letters the Council has received from the community and a process or policy regarding responding to the letters received by the Council.
CM Geanuracos suggested creating a form letter to respond to letters from community members.
Cm Siron suggested inviting all members of the Board of Supervisors to upcoming forum.

12. Next Meeting Date and Agenda Items
CM Geanuracos announced that the Committee was open to nominations for people to be co-chair until the position is renewed in September.

The meeting was adjourned at 7pm.

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee Agenda
Wednesday, July 14, 2004
25 Van Ness, Room 330 B
5:30-7:00 p.m.

Item	Presenter	Time
1. Introductions	Co-chair	5:30
2. Review/Approve Agenda	Co-chair	5:33
3. Review/Approve Minutes *Minutes from June 9, 2004*	Co-chair	5:35
4. Announcements	Co-chair	5:37
5. Public Comment	Co-chair	5:40
6. Advocacy Report	Richard Bargetto	5:43
7. SRO Report	Charles Siron	5:55
8. Steering Committee Update The Co-chairs will present a monthly update of the Steering Committee activities and discussions.	Co-chair	6:00
9. Community Fora Report and Future Community Fora Recommendations *The Committee will discuss the report from the Community Fora and will discuss plans for future events.*	Co-chair	6:05
10. Bayview/ Southeast Proposal Development *The Committee will formulate a motion to bring to the full council prioritization retreat related to access to care for consumers living in the southeast area of San Francisco (Bayview/Hunter's Point/ Visitacion Valley).*	Co-chair	6:25
11. Review Community Response Letter *The Committee will review a response letter developed to respond to consumer concerns/ queries of the council.*	Co-chair	6:55
12. Next Meeting Date and Agenda Items	Co-chair	6:59
13. Adjourned	Co-chair	7:00

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee Agenda
Wednesday, August 11, 2004
25 Van Ness, Room 330 B
5:30-7:00 p.m.

Item	Presenter	Time
1. Introductions	Co-chair	5:30
2. Review/Approve Agenda	Co-chair	5:33
3. Review/Approve Minutes *Minutes from July 14, 2004*	Co-chair	5:35
4. Announcements	Co-chair	5:37
5. Public Comment	Co-chair	5:40
6. Advocacy Report	Richard Bargetto	5:43
7. SRO Report	Charles Siron	5:55
8. Steering Committee Update The Co-chairs will present a monthly update of the Steering Committee activities and discussions.	Co-chair	6:00
9. Community Fora Report and Future Community Fora Recommendations (Cont.) *The Committee will continue to discuss the report from the Community Fora and plans for future events.*	Co-chair	6:05
10. Member Conference Attendance Selection Process *The Committee will discuss creating a procedure for selecting Council members to attend conferences.*	Co-chair	6:30
11. Advocacy Project Webpage *The Committee will discuss developing a webpage/website for the HIV Consumer Rights Advocacy Project.*	Co-chair	6:45
12. Next Meeting Date and Agenda Items	Co-chair	6:59
13. Adjourned	Co-chair	7:00

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee Agenda
Wednesday, September 8, 2004
25 Van Ness, Room 330 B
5:30-7:00 p.m.

Item	Presenter	Time
1. Introductions	Wilfredo Ortiz	5:30
2. Review/Approve Agenda	Wilfredo Ortiz	5:33
3. Review/Approve Minutes *Minutes from July 14, 2004 and August 11, 2004.*	Wilfredo Ortiz	5:35
4. Announcements	Wilfredo Ortiz	5:37
5. Public Comment	Wilfredo Ortiz	5:40
6. Advocacy Report *The committee will also review the temporary expanded jurisdiction of the Advocacy project to include San Mateo and Marin Counties.*	Richard Bargetto	5:43
7. SRO Report	Charles Siron	5:55
2.25 8/04 **8. Steering Committee Update** *The Co-chairs will present a monthly update of the Steering Committee activities and discussions.*	Wilfredo Ortiz	6:00
9. Community Fora Report and Future Community Fora Recommendations (Cont.) *The Committee will continue to discuss the report from the Community Fora and plans for future events.*	Wilfredo Ortiz	6:05
10. Member Conference Attendance Selection Process (Cont.) *The Committee will discuss creating a procedure for selecting Council members to attend conferences.*	Wilfredo Ortiz	6:30
11. Advocacy Project Webpage (Cont.) *The Committee will discuss developing a webpage/website for the HIV Consumer Rights Advocacy Project.*	Wilfredo Ortiz	6:45
12. Next Meeting Date and Agenda Items	Wilfredo Ortiz	6:59
13. Adjourned	Wilfredo Ortiz	7:00

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee Agenda
Wednesday, October 13, 2004
25 Van Ness, Room 330 B
5:30-7:00 p.m.

Item	Presenter	Time
1. **Welcome & Introductions**	Darnell Durio	5:30
2. **Review/Approve Agenda**	Darnell Durio	5:33
3. **Review/Approve Minutes** *Minutes from July 14, 2004, August 11, 2004, and September 8, 2004.*	Darnell Durio	5:35
4. **Announcements**	Darnell Durio	5:37
5. **Public Comment**	Darnell Durio	5:40
6. **Open Committee Co-chair Nominations- VOTE** *Nominations will be accepted for Co-chairs and if ready the committee will vote.*	Darnell Durio	5:43
7. **Advocacy Report**	Richard Bargetto	5:50
8. **SRO Report**	Charles Siron	6:00
9. **Steering Committee Update** *A monthly update of the Steering Committee activities and discussions.*	Darnell Durio	6:03
10. **Housing Opportunities for People with AIDS/HIV (HOPWA) Loan Committee Seat** *Develop plan to fill the Council's vacant seat.*	Co- Chairs	6:05
11. **Committee Vision & Goals for Upcoming Year**	Co- Chairs	6:08
12. **Next Meeting Date and Agenda Items** *Member Conference Attendance Selection Process* *Community Fora Report and Future Community Fora* *Develop Committee Calendar*	Co- Chairs	6:55
13. **Adjourned**	Co- Chairs	7:00

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee Agenda
Wednesday, November 10, 2004
25 Van Ness, Room 330 B
5:30-7:00 p.m.

Item	Presenter	Time
1. **Welcome & Introductions**	Darnell Durio	5:30
2. **Review/Approve Agenda**	Darnell Durio	5:33
3. **Review/Approve Minutes** *Minutes from July 14, 2004, August 11, 2004, September 8, 2004, & October 13, 2004.*	Darnell Durio	5:35
4. **Announcements**	Darnell Durio	5:37
5. **Public Comment**	Darnell Durio	5:40
6. **Open Committee Co-chair Nominations- VOTE** *The Committee will continue to accept nominations for Co-chairs and if ready the committee will vote.*	Darnell Durio	5:43
7. **Advocacy Report**	Richard Bargetto	5:50
8. **SRO Report**	Charles Siron	6:00
9. **Steering Committee Update** *A monthly update of the Steering Committee activities and discussions.*	Darnell Durio	6:03
10. **Housing Opportunities for People with AIDS/HIV (HOPWA) Loan Committee Seat- VOTE** *The Committee will vote on a Council Member to represent the Council on the HOPWA Loan Committee.*	Co- Chairs	6:05
11. **Discuss January Committee Meeting in Community Location** *The Committee will discuss holding their January meeting in a community location, and discuss possible locations and agenda items.*	Co- Chairs	6:15
12. **Develop Committee Work Plan** *The Committee will begin to develop their work plan for the coming year, which will be incorporated into the larger Council work plan.*	Co- Chairs	6:30
13. **Change Committee Meeting Time- VOTE** *The Committee will discuss changing their meeting time and vote to approve the time change.*	Co- Chairs	6:50
14. **Next Meeting Date and Agenda Items** *Member Conference Attendance Selection Process* *Future Community Fora*	Co- Chairs	6:55
15. **Adjourned**	Co- Chairs	7:00

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730 Polk Street San Francisco, CA 94109
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HIV Health Services Planning Council
Community Outreach & Advocacy Committee Agenda
Wednesday, December 8, 2004
25 Van Ness, Room 330 B
5:30-7:30 p.m.

Item	Presenter	Time
1. Welcome & Introductions	Co-chairs	5:30
2. Review/Approve Agenda	Co-chairs	5:33
3. Review/Approve Minutes *Minutes from November 10, 2004.*	Co-chairs	5:35
4. Announcements	Co-chairs	5:37
5. Public Comment	Co-chairs	5:40
6. Advocacy Report	Richard Bargetto	5:45
7. SRO Report	Charles Siron	6:00
8. Prevention with Positives Committee Report	Joe McMurray, Bill Blum and Ken Pearce	6:05
9. Steering Committee Update *A monthly update of the Steering Committee activities and discussions.*	Co-chairs	6:10
10. Discuss January Committee Meeting in Community Location *The Committee will discuss holding their January meeting at API Wellness, and discuss agenda items, advertising and logistics.*	Co- Chairs	6:15
11. Discuss Outreach Plan *The Committee will discuss a plan to distribute the Council flyers to various organizations.*	Co-Chairs	6:50
12. Create a Calendar of Community Fora and Community Meetings *The Committee will begin to develop a calendar for the coming year to include tentative dates for Community Fora and Community Meetings as well as specific target populations.*	Co- Chairs	7:00
13. Membership Conference Attendance Selection Process *The Committee will discuss creating a procedure for selecting Council members to attend conferences.*	Co-Chairs	7:20
14. Next Meeting Date and Agenda Items	Co- Chairs	7:25
15. Adjourned	Co- Chairs	7:30

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee Minutes
Wednesday, December 8, 2004
25 Van Ness, Room 330 B
5:30-7:30 p.m.

Committee members present: Joe McMurray, Darnell Durio, Wilfredo Ortiz, Brian DiCrocco, Lara Sallee
Other Council members present: Brad Hume, Elyse Graham
Council Support present: Leah Crask, Kari Orvik, Richard Bargetto
Others present: Cecilia Chung, Rachel Matillano, Raymond Banks

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1. Welcome & Introductions

2. Review/Approve Agenda
The agenda was reviewed and approved.

3. Review/Approve Minutes
The minutes from the November 10, 2004 meeting were reviewed and approved.

4. Announcements

5. Public Comment

6. Advocacy Report
Richard Bargetto reported 5 grievances last month. One involved a client who filed a claim with an agency. After researching the grievance, Mr. Bargetto came up with the assessment that the client was treated fairly, but he disagreed with the agency's policy.
The client then indicated that he would like to file a grievance against the Advocacy Project.
If he does so, he will follow the grievance procedure of the Advocacy Project, which will be brought to the COA committee.

7. SRO Report
Leah Crask reported that CM Siron is now doing written reports for the SRO Task Force and will email it to the Committee when he returns from an out-of-town conference.

8. Prevention with Positives Committee Report
CM McMurray reported that Prevention with Positives was in the final stages of completing their guiding principles document. Meetings are the second Wednesday of each month.

9. Steering Committee Update
Leah Crask gave the update of the Steering Committee activities and discussions.
10. Discuss January Committee Meeting in Community Location

The Committee discussed holding their January meeting at API Wellness Center.
Cecilia Chung suggested coming up with a slightly looser agenda to accommodate input from community members.
CM Ortiz asked Rachel Matillano from the API Wellness center how the committee could work her to outreach to their clients and encourage them to attend.
CM Chung stated that at the last community forums, agencies were criticized for only bringing their own clients.
CM McMurray stated that this was not a community forum, it was an ethnic specific meeting.
Leah crask clarified that there was money in the budget for refreshments.
CM McMurray asked about the goal of the meeting in terms of number of people.
CM Chung stated that one goal was to help identify potential leaders in the community to observe the process to see if they are interested enough to apply to be on the Council.
Rachel Matillano stated that API Wellness had 180 people enrolled in case management.
Some clients were adverse to public participation, others were more savvy, others came to the Health Commission meeting about the budget cuts and became more interested in public participation.
Language is an issue, as people censor themselves if they can't be understood.
CM Chung will call the Health Access Foundation to get interpreters.
CM Hume asked how the format of the meetings would be adapted to the community.
CM Chung stated that the goal is to engage people in the process, especially in the year of reauthorization.
CM Sallee recommended that now that the Council is on CAEAR Coalition, they should allign themselves with the goals and activities of the CAEAR Coalition, and using their strategies of working with clients who know people across the country to mobilize them.
The committee discussed items to be put on the agenda.
Explanation of the Council, its process, and how community members fit into it.
Council members will introduce themselves and say how they got involved with the Council.
Regarding community input, CM McMurray asked what the Committee wanted to hear, and suggested it be consistent from meeting to meeting.
Richard Bargetto suggested asking what clients think of services in San Francisco. What works and what does not, what could make it better, etc.

Raymond Banks asked how are the committee was defining community and who would be invited.
CM McMurray responded that the meetings are open to anyone, but the specific target population was Asian Pacific Islander.

CM DiCrocco suggested focusing on demographics, such as youth.
CM McMurray will facilitate the meeting.
Leah will develop a draft of the flyer and the agenda.

11. Discuss Outreach Plan
The Committee discussed a plan to distribute the Council flyers to various organizations.
There is an existing list of providers, but the Committee would like to get out to areas where there is little information about the Council. Therefore, a new list must be compiled.
Richard Bargetto suggested distributing brochures in residential buildings such as SRO's.
CM Sallee stated that even if an agency knows about the Council, it does not mean that clients know about Council and the Advocacy Project. CM Sallee will with partnering agencies to get information out.
CM Chung suggested the Ark of Refuge, Glide, LGBT Community Center.

Raymond Banks stated that he has observed that there is a two-way street where word does not get out to minority agencies, and minority communities do not always follow through.

CM Sallee stated she would bring brochures to the HIV/AIDS Provider Network (HAPN).
Leah will email the provider list to the committee.
CM McMurray recommended that all committee members check off which agencies they can visit. Appointments should be made ahead of time, brochures should be dropped off with peer advocates and case managers, and a consistent message should go out about the Council (information is stated in the brochure).
CM Hume stated that in some cases, this will be the first personal contact people have with the Council, which could color their impression of the Council.
Raymond Banks pointed out that a brochure from the Prevention Council had a person's face on it and stood out more, something to keep in mind for printing the brochures next time.
Raymond Banks suggested distributing brochures to Treasure Island and Walden House.
CM McMurray stated a Council member works for Walden House, and that there are many resources within the members of the Council.
The Committee can make an announcement during Council committee report-backs for members to take back brochures to their agencies, including Marin and San Mateo counties.
Leah Crask stated that 2000 brochures were printed, and electronic copies can be posted on the web site.

Raymond Banks brought of the issue of targeting women and coming up with a comprehensive strategy, stating that African American women comprise 2/3 of the infected population.
CM Ortiz stated that a comprehensive strategy might be bigger than the CARE Council.

12. Create a Calendar of Community Fora and Community Meetings
The Committee discussed developing a calendar for the coming year.

• The Community Fora will take place on March 24th and May 19th, 2005.

• The community meetings will be held on the second Wednesday of January, April, July and October.

CM Sallee suggested working with the Planning committee and Council Support to figure out how to formulate an evaluation tool for these fora.
CM Chung suggested getting the media to announce dates for the fora
Raymond Banks suggested holding a provider meeting in the Bayview.
CM Graham stated that HAPN was not representative of the entire continuum of care, and not many agencies of color. The community for a should be inclusive of providers.

Raymond Banks asked about the results of targeting populations.
CM Sallee responded that COE's had made headway into targeting a population in the Bayview/Hunter's Point. COE's were part of an evolving process based on the successes of the ISP model.
The goal of targeting populations was to maintain existing people in care and identity people to get into care. Severe need is inclusive of women and other target populations.
With limited resources, the Council is taking steps to make services available to communities that most need it
CM Graham suggested trying to get the greatest numbers of people to the community fora, and use the community meetings to advertise and promote the fora in a community.
The committee discussed planning the community fora by location, such as the Tenderloin.
The committee discussed the following populations to target in community meetings:
Asian Pacific Islander (API), youth, women, the Latino community in the Mission, transgender, African American.

13. Membership Conference Attendance Selection Process
The Committee discussed creating a procedure for selecting Council members to attend conferences. Committee members suggested using criteria such as good attendance and good standing with the Council as one criteria.
CM Hume stated that sometimes conferences have requirements, such as co-chair, or HIV positive, or a member of the membership committee, etc.

The committee decided the following procedure to make selection decisions.
First to fulfill the mandates of conference, if applicable.
Then to ask for volunteers, and to find out what vested interest each member has in going to the conference. All volunteers must be available to attend the conference.
Then consider seniority, provided a member has not attended a previous conference within the last two years.
CM Graham asked what the previous conflicts have been.
The Committee discussed sending a diverse team to conferences, and possibly weighting some criteria, based on circumstances.
CM Ortiz commented that conference can also aid in the development of newer members.
Hope to send a diverse team.
Conferences should be publicized to the full Council.

14. Next Meeting Date and Agenda Items
The next meeting will be at the API Wellness Center.

15. The meeting adjourned at 7:30pm.

Meeting minutes are considered to be in DRAFT form until reviewed and approved by Council attendees.

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee
Asian / Pacific Islander Community Meeting Agenda
Wednesday, January 12, 2005
API Wellness Center
730 Polk St., 4th Floor, Room
5:30-7:15 p.m.

Community Outreach & Advocacy Committee Mission Statement: To ensure that the voice of the community and consumers are part of the work of the Council. The committee will ensure that consumers and other community members have the opportunity to give input to the Council, be educated on the issues that affect the HIV/AIDS community, and are empowered to be a voice for the needs of the HIV/AIDS community that can affect positive change and ensure public policies that enhance the lives of people living with HIV/AIDS.

	Item	Presenter	Time
1.	**Greeting & Refreshments**	Council Members	5:30
2.	**Welcome & Introductions**	Committee Co-chairs Darnell Durio Joe Mc Murray	5:40
3.	**Explanation of the HIV Health Services Planning Council** *Short explanation of the reasons the Council exists and what we do.*	Joe Mc Murray	5:50
4.	**Explanation of Community Outreach & Advocacy Committee** *Basic explanation of purpose to this committee, our working groups and the Advocacy Project*	Darnell Durio Richard Bargetto	5:55
5.	**Future HIV Services Funding** *Explain CARE Act reauthorization process.* *Where we are.*	Randy Allgaier Laura Thomas	6:05
6.	**Practical Tips for Advocacy: Let's Write our Congressional Representative**	Jack Newby	6:15
7.	**Open Discussion** *An open discussion on HIV services, upcoming changes in services and client needs, particularly those of the Asian / Pacific Islander community*	Charles Siron Cecilia Chung	6:30
8.	**Thank You** *Thank members of the community for attending and encourage their future participation in our community processes (attending Council meetings, Council membership and/or other HIV advocacy).* *Announce the Community Forum dates.*	Wilfredo Ortiz	7:15

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee Agenda
Wednesday, February 9, 2005
25 Van Ness, Room 330 B
5:30-7:30 p.m.

Item	Presenter	Time
1. **Welcome & Introductions**	Co-chairs	5:30
2. **Review/Approve Agenda**	Co-chairs	5:33
3. **Review/Approve Minutes** *Minutes from December 8, 2004 and notes from the January 12, 2005 Community Meeting.*	Co-chairs	5:35
4. **Announcements**	Co-chairs	5:37
5. **Public Comment**	Co-chairs	5:40
6. **Prevention with Positives Committee Report**	Joe McMurray, Bill Blum and Ken Pearce	5:45
7. **Membership Conference Attendance Selection -VOTE** *The Committee will decide which Council Members, who are interested, will attend the AIDS Partnership California meeting in March.*	Co-Chairs	5:55
8. **Needs Assessment Working Group** *Council Support will give an update on the Needs Assessment working Group and request that COA Committee members be a part of the group.*	Co-Chairs	6:00
9. **Finalize Calendar of Community Meetings & Fora** *The Committee will discuss the locations and target populations of the Community meetings and community fora events.*	Co-Chairs	6:10
10. **March Community Forum** *The Committee will discuss the March 24th Community Forum.*	Co- Chairs	6:20
11. **Background/Discussion of Counties in the EMA** *The Committee will discuss background information regarding the presentations from San Mateo and Marin County. The Committee will then forward their ideas to the Steering Committee.*	Co-Chairs	7:15
12. **Next Meeting Date and Agenda Items**	Co- Chairs	7:25
13. **Adjourned**	Co- Chairs	7:30

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee Agenda
Wednesday, March 9, 2005
25 Van Ness, Room 330 B
5:30-7:30 p.m.

Item	Presenter	Time
1. Introductions	Co-chair	5:30
2. Review/Approve Agenda	Co-chair	5:33
3. Review/Approve Minutes *Minutes from February 9, 2005*	Co-chair	5:35
4. Announcements	Co-chair	5:37
5. Public Comment	Co-chair	5:40
6. Advocacy Report *Including a report on the Advocacy Project file review.*	Richard Bargetto	5:45
7. SRO Report	Charles Siron	6:10
8. Prevention for Positives Report *The Co-chairs will present a monthly update of the Steering Committee activities and discussions.*	Joe Mc Murray	6:15
9. Community Fora • **Introduction to Needs Assessment Process Coordination** *Representatives from Harder & Company will discuss with the Committee the process for collecting data at the Community Fora.* *The Committee will discuss the Community Fora, the first one being held March 24, 2005.*	Co-chair	6:20
10. Community Meeting *The Committee will discuss the next Community Meeting scheduled for April 13, 2005 in the Mission.*	Co-chair	7:10
11. Next Meeting Date and Agenda Items	Co-chair	7:25
12. Adjourned	Co-chair	7:30

Mission Statement: *To ensure that the voice of the community and consumers are part of the work of the Council. The committee will ensure that consumers and other community members have the opportunity to give input to the Council, be educated on the issues that affect the HIV/AIDS community, and are empowered to be a voice for the needs of the HIV/AIDS community that can affect positive change and ensure public policies that enhance the lives of people living with HIV/AIDS.*

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee DRAFT Minutes
Wednesday, March 9, 2005
25 Van Ness, Room 330 B
5:30-7:30 p.m.

Committee Members Present: Wilfredo Ortiz, Joe McMurray (co-chair), Darnell Durio (co-chair), Lara Sallee, Brian DiCrocco
Committee Members Absent: Elyse Graham
Other Council Members Present: Randy Allgaier, Charles Siron,
Council Support Present: Leah Crask, Wilhelmina Parker, Richard Bargetto, Skot Jonz
Others Present: Mike Wonders (public), Allison Weston (Harder & Co. representative)

1. Introductions
CM McMurray began meeting with introductions and later agenda items while waiting for enough committee members to arrive to make quorum.

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2. Review/Approve Agenda
Committee reviewed and approved the agenda.

3. Review/Approve Minutes
Committee reviewed the minutes from February 9, 2005. No objections to the minutes. The minutes were approved.

4. Announcements

CM Allgaier announced the award and the 5.2% reduction, after expecting flat funding following last year's big cut. CM Allgaier recommended for this Committee to be aware of an upcoming article in the Bay Area Reporter, and suggested advocating for reauthorization.
Leah Crask reported that Membership Committee is short on members and they are interviewing five new members at their next meeting and could use assistance.
No further announcements.

5. Public Comment

There were no public comments.

6. Advocacy Report
Richard Bargetto presented a report on the Advocacy Project and a policy change on the Housing Wait List with respect to making a lateral move after initial placement. Richard reported on a specific client situation that made a move without returning to the bottom of the list. Richard also stressed the issue of housing keeps coming up, with 51 complaints and grievances filed last year. Indicated client demographics had not changed. Housing and case management were the two top areas of concern and complaint.

CM Allgaier discussed the Council's Housing Task Force to deal with transitional housing to look at a recommendation for normal length of stay for transitional housing, and exit strategies for clients who are reaching the end of their stay in transitional housing.
Richard discussed that there were no alleged breaches of confidentiality or evictions in the past year. He indicated that quality of care made up 40% of the total number of grievances.
CM McMurray asked if there were any questions for Richard. There were no questions.

7. SRO Report
CM Siron presented an SRO Report with regard to ordinances in the process of being approved for Sprinkle Violations and associated fines issued by the City Attorney. He indicated that the next meeting will be tomorrow. Charles stated that due to illness he has not been able to prepare a more thorough report. Committee discussed surprise visits to be conducted at all SRO's in the city.

8. Prevention with Positives Committee Report
CM McMurray indicated that this should be "Prevention WITH Positives". Council Support noted the change. Allison Westin reported on the meeting with the Prevention With Positives and mentioned a long list of goals to be achieved. Members gave priorities and are putting together a work plan. March 22nd is the next meeting.

9. Community Fora
• Introduction to Needs Assessment Process Coordination

Allison Westin of Harder & Company (H&Co.) discussed the Needs Assessment and the Community Fora underway. She mentioned that the team met with Jack Newby and discussed how H&Co. work with community will collaborate with Council. This is an opportunity for community to give feedback and identify barriers to service. The fora are often population-specific, and may be difficult to generalize. H&Co. can work through some of those issues, and can put together a protocol.
Have not met with Needs Assessment Working Group to make changes to proposal and changes to target populations could occur. More information to be provided next month. Community Fora to get more information and also a recruiting point. Flyers and announcements will be coordinated.
CM McMurray indicated that time is of the essence as the first Community Forum is on the 24th of March. Intend to discuss if cuts were to come, what are important services and the question may be asked twice, one from a personal perspective and another taking into consideration the community as a whole.
Allison indicated that a community forum in Castro regarding personal needs and community needs, does this imply their community or SF as a whole.
CM McMurray clarified that the answer desired was the broader collective community. If up to an individual what services kept and what cut.
CM Allgaier reiterated the definition of participants with regard to "community." A synopsis of the forum is to receive information and data in context of Needs Assessment work that H&Co. will be conducting.
CM McMurray added that data collected in prior year was not particularly helpful during prioritization and wants to work with H&Co. to put information into a format that is useful in the prioritization process.
Allison mentioned that interview protocols are available, they are aware of information to be collected, and already communicated with local service providers for meeting rooms, and offering participants of forum to participate in Needs Assessment.
CM McMurray informed Allison that the Community Outreach & Advocacy Committee will be meeting occasionally in the community rather than in the current room, which might bring useful information different than the fora, and can also be used as a recruiting opportunity.
CM Durio asked about the second question regarding community be defined as "city-wide" as opposed

to leaving it vague and defining community less broadly.
Allison indicated that from a research perspective, the more you can pre-define the terminology, the easier it is to keep consistent information. Difficult to ask open-ended questions.
CM McMurray discussed the idea of placing placards identifying service categories, to be used for asking which to be prioritized as top choices, followed by discussion. For question to be useful, it may be better to use the term city-wide.
CM Ortiz added that the tri-county EMA needs to be considered.
CM Durio indicated that the Needs Assessment will only be in San Francisco and perhaps next year expand to San Mateo and Marin counties.
CM Allgaier agreed that people may not have enough information to make such a decision on the other counties.
Other CMs agreed that it would be unfair to residents of the counties to ask that question if they were not present.
CM Durio reported on the plan to use a dot-exercise and explained to Allison what this might look like.
Committee and Allison discussed how this would be implemented with regard to identifying a priority of services in the face of pending cuts, and those non-negotiable services.
CM Sallee added that clients might assume that something like primary care might not ever be touched, and need to consider this question while keeping in mind that all services are subject to cuts.
CM Siron added, "core" services that are important for maintaining health and life.
Allison asked if there was any information on limitations on past Needs Assessments and whether there was any feedback on the amount of data.
Committee was unsure.
CM Durio expressed a concern that the information may never feed into Needs Assessment.
Allison stated that the forums provide a baseline and do not substitute for the Needs Assessment.
CM McMurray reiterated that the forum is a supplement, and adds to the overall picture a voice of the community, and wanting as accurate as possible information.
CM Siron asked how this could be used for the prioritization.
Allison indicated that the main purpose of the forum is to provide information to be used for the prioritization.
CM McMurray also indicated that it serves the purpose to mingle with the community and work as a recruitment source.
CM Allgaier stated that the community forums may only be a snapshot and not totally reflective of the entire community and the system of care, the need to get good data to be translated to Council.
CM McMurray added that getting good demographics is also a goal.
Allison asked about how many people showed up.
Committee agreed that between 50-100 could show up.
CM Sallee stated that the results of the Needs Assessment were a statistical representation, and the results of community forums were easier to understand people thought it deserved more weight, but need to remember that it is a limited set.
Allison informed Committee that the more information that is collected, the more the information can be put in context, and can be compared to other types of data.
CM Allgaier suggested collecting demographic data before people receive incentive.
CM Durio suggested that demographics be collected during second question.
CM McMurray added that translation and assistance with reading would also be provided.
Allison recapped that the first step was to give people the dots to vote and prioritize top three, remaining as a visual during the smaller group discussions.
Committee discussed the issue regarding when to serve food at the forums, and decided that it would be offered during the middle of the meeting prior to breaking off into the smaller groups.
CM McMurray asked for mechanism to get people to mix in small groups.
Allison indicated cards could be provided to assign group numbers, but CM Durio indicated that this did not work in the Tenderloin forum. Allison suggested a five-person group that people form on their own,

talk for a few minutes, then take groups of five-and five and groups of ten get together and talk. Then groups of twenty, and then joining the entire group.
Committee indicated that there might not be enough people to facilitate so many meetings.
Committee discussed that the problem in previous forums was that people were not having trouble conversing, but that they wanted to hang out with their friends.
CM Allgaier suggested a broader group of people to talk with, rather than just participants' friends, may offer the opportunity for gaining more useful information with regard to the second question.
He also suggested explaining ahead of time clearly and concisely why the breakout groups are being done so people are aware of what is being done.
CM McMurray suggested one facilitator, a single voice to lead the group.
CM Sallee indicated that breakout groups went smoothly, and that this would be a good opportunity to try something new, and may provide some ideas of how to proceed when returning to Tenderloin.
CM Allgaier suggested a "dress-rehearsal" prior to the actual forum, rather than just jumping into it.
Allison stated that there will be a limitation when asking people about the general population, and even new approaches to getting people to breakout, will still not be completely unbiased. Allison discussed these questionnaires have been done in the past, and may be possible to break down the question of the most important priorities in the community by using several questions.
CM McMurray reviewed the minutes from the previous meeting to clarify the ideas discussed about the format of the questions and breakout groups.
CM Durio stated that there was no decision with regard to returning to a larger group and passing out sheets with demographics.
Allsison asked for the length of time for the forum.
Committee agreed that it was a couple of hours and that having to return to another group might be too much to fit in.
CM McMurray reiterated the need to collect information that is usable.
Allison and Committee reviewed the possible agenda for the community forum:
Introductions
Prioritize by personal use
Dinner
Discussion of cuts and reauthorization and frame the question of city-wide issues
Small groups while eating dinner

There was some committee confusion about the plan for a format and asked Allison to suggest ideas.
Allison stated that based on feedback from last year:
Introductions and dot exercise first, followed by dinner. If people are focused on eating they may not have as much time to discuss. Just eat and while finishing up put people in smaller groups. Facilitators in each group to keep people on task and with questions. Stay in small groups with the forms and a report back.
CM Siron indicated that food presented in the middle of the forum will be too disruptive.
Committee agreed that many people left after food was served.
CM Sallee suggested completing the form before getting food, and suggested that some people would be lost before completing the form anyway.
Committee discussed that the form must be completed before getting their incentive.
CM McMurray concerned about not giving people food soon enough after arriving at 5:00 pm. And need someone assigned to speak clearly and explain expectations.
CM Allgaier suggested that people have an opportunity to digest information.

Allison reviewed her plan:
Introduction
Dot exercise announcing dinner served soon.
Put people in groups.

Committee discussed options again with regard to food and the format of service category posters.
CM McMurray indicated that every detail needs to be ironed out before the actual forum to avoid confusion. In light of the present uncertainty there needs to be a script developed.
CM Allgaier stated that a group of people need to come together to do the planning after the basic concept has been agreed upon. It was suggested that the co-chairs and others involved be the key planning, as well as Council Support.
CM Sallee suggested scheduling a time for concrete planning and assigning key players and duties.
CM Allgaier suggested meeting with facilitators to identify questions and plan of the process.
CM Sallee said she felt completely prepared at prior forums where she worked as a co-facilitator.
Committee agreed to contact all Council Members to ask for assistance.
CM Allgaier suggested identifying specific tasks first.

Committee reviewed that boxed lunches would be ideal, and perhaps CM Siron could work on obtaining donated drinks.
CM McMurray asked what Council Support could provide.
CM Durio indicated that committee flushed it out and people were solicited individually.
CM McMurray asked for CM Durio's preference.
CM Durio was uncertain.
Leah stated that she and Jack would be looking at the LGBT Center space tomorrow to determine logistics. Leah spoke for Jack in saying that Council Support would take on these tasks.
CM Durio stated he would collaborate with Leah and Council Support to determine what needs to be worked on more.
Committee agreed that the room in question had been used before and was quite spacious holding up to 400 people.
CM McMurray reiterated that all council members would be contacted by himself and CM Durio.
CM Durio agreed that a list of assigned tasks would be offered individually to Council Members.
CM Sallee indicated a phone call to Council Members requesting specific help is often successful.
CM Durio asked Allison if possible to get handout with demographics and how to frame questions with regard to obtaining useful information.
Allison: what kind of questions in small group? What is handout filled out and information needed? Asked for input on exactly what this needs to look like. Regarding the handout and demographics, she asked what was needed.
Committee agreed this was similar to the Needs Assessment and Leah indicated that one would be provided that was used in previous year.
CM Allgaier indicated that the handout would include evaluation of the forum as well as demographics.
Allison recapped: on the handout to be filled out - will include participant demographics, evaluation of forum, community wide questions. Demographics matched to those collected on Needs Assessment. She asked regarding priorities on the city-wide question and whether this should be a few questions or one big open-ended question? Indicated that she can put something together, but the more input she receives the more on target she can be.
Committee discussed.

Committee agreed that checking a series of boxes at the end of forum rather than filling out a form would be easier.
CM Allgaier suggested question for facilitators to end with the form to be filled out. Develop talking points and questions, followed by form question.
Committee discussed that small groups could talk about individual needs as well as city-wide priorities.
Allison indicated she could put together a protocol, but wanted info on how much time.
CM McMurray offered a possible schedule.
CM Allgaier asked where the discussion on reauthorization would fit in.
Committee agreed that the exact time line would be worked out later and acknowledged that with

dealing with such a large group there needs to be some flexibility.
CM McMuray and CM Durio agreed to talk more outside the meeting about how to proceed.
Wilhelmina agreed to meet with them.
Allison clarified what was expected (time line, questions, forms) and that she would give this information to Council Support as well as CM McMurray and CM Durio.

Public Comment: Mike Wonders suggested handouts during the first few minutes of meeting.

10. Community Meeting
The Committee will discuss the next Community Meeting scheduled for April 13, 2005 in the Mission.
CM McMurray asked if a location had been chosen for the April 13, 2005 community meeting.
Discussion was that the same format would be used. Committee reviewed the agenda used at the last community meeting. (Copy presented to all present and available on file at Council Support Offices).
CM Ortiz indicated that he might have a place available.
Committee discussed the format and presenters as listed on the agenda.
#2 Joe
#3 should be a co-chair
#4CM Durio and Richard Bargetto
#5 CM Allgaier & Jack Newby
#6 Jack Newby
#7 CM Ortiz and CM McMurray
#8 CM Durio

All that would be needed is location and food.
Committee described to Allison the purpose and format of these community meetings.
Committee discussed the need to obtain translators and Leah indicated that she was working on this and has information on cost.
CM Allgaier asked about presenters on agenda that the presenters need to be aware that their comments will be translated which might require additional time.
Committee agreed that some of the agenda items would be short.
Leah asked regarding the flyer, to be similar and translated into Spanish.
Committee discussed locations for other upcoming community meetings and the May 19 Community Forum. Suggestions were made for GLIDE and ST. ANTHONY'S.

11. Next Meeting Date and Agenda Items
Committee discussed the next meeting date on April 13 in the Mission, and that the agenda would be completed and distributed via email. Leah indicated that the flyer would be completed and distributed. She added that the press release was already out. Suggested emailing list of agencies and addresses to receive notices, and indicated that the HAPN group would be used.
CM Siron offered to volunteer to help Leah connect people with agencies to distribute the flyers.

12. The meeting adjourned at 7:15pm.

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HIV Health Services Planning Council
www.sfcarecouncil.org
Community Outreach & Advocacy Committee
Mission Community Meeting Agenda
Wednesday, April 13, 2005
The Women's Building
Audre Lorde Room
3543 18th St. #8
5:30-7:15 p.m.

Community Outreach & Advocacy Committee Mission Statement: To ensure that the voice of the community and consumers are part of the work of the Council. The committee will ensure that consumers and other community members have the opportunity to give input to the Council, be educated on the issues that affect the HIV/AIDS community, and are empowered to be a voice for the needs of the HIV/AIDS community that can affect positive change and ensure public policies that enhance the lives of people living with HIV/AIDS.

Item	Presenter	Time
1. **Greeting & Refreshments**	Council Members	5:30
2. **Welcome & Introductions**	Committee Co-chairs Joe McMurray	5:40
3. **Explanation of the HIV Health Services Planning Council** *Short explanation of the reasons the Council exists and what we do.*	Charles Siron	5:50
4. **Explanation of Community Outreach & Advocacy Committee** *Basic explanation of purpose to this committee, our working groups and the Advocacy Project*	Darnell Durio Richard Bargetto	5:55
5. **Future HIV Services Funding** *Explain CARE Act reauthorization process.* *Where we are.*	Randy Allgaier Jack Newby	6:05
6. **Services Important to You- Exercise**	Jack Newby	6:15
7. **Open Discussion** *An open discussion on HIV services, upcoming changes in services and client needs, particularly those of the Latino community*	Wilfredo Ortiz Charles Siron	6:45
8. **Thank You- Evaluation** *Thank members of the community for attending and encourage their future participation in our community processes (attending Council meetings, Council membership and/or other HIV advocacy).* ***Hand out evaluation form with exercise explanation.*** *Announce the Community Forum dates.*	Brian DiCrocco	7:15

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6.	**Practical Tips for Advocacy: Let's Write our Congressional Representative**	Jack Newby	6:15
7.	**Open Discussion** *An open discussion on HIV services, upcoming changes in services and client needs, particularly those of the Asian / Pacific Islander community*	Wilfredo Ortiz Charles Siron	6:30
8.	**Thank You** *Thank members of the community for attending and encourage their future participation in our community processes (attending Council meetings, Council membership and/or other HIV advocacy).* ***Hand out evaluation form with exercise explanation.*** *Announce the Community Forum dates.*	Brian DiCrocco/ Jack Newby	7:15

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee
Mission Community Meeting
Wednesday, April 13, 2005
The Women's Building
Audre Lorde Room
3543 18th Street
5:30-7:15 pm

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DRAFT NOTES on PUBLIC COMMENTS & COUNCIL MEMBER RESPONSE

(Approximately five members of the public in attendance)

PUBLIC COMMENT: Someone who identified as a nurse aide at a residential facility for People Living With AIDS expressed concern about the loss of transportation for patients and asked if the Planning Council could refund the Shanti van service. He explained how the Shanti van was courteous, on time, and respectful of clients. The current service, through MUNI, is unreliable, the drivers are rude and often late.

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CM DURIO: Responded with a comment about budget cuts and that the model of transportation used in the past will most likely not be brought back.

PUBLIC COMMENT: Discussed how this service is critical for someone who cannot walk to get to medical appointments.

CM SIRON: Explained how money had been put into vouchers.

PUBLIC COMMENT: Responded that this amounted to $1.65/trip.

CM DURIO: Repeated that the old transportation model will never be funded again, and in lieu of that suggested making the existing service more reliable.

Discussion clarified that the current transportation is Medi-vans through MUNI.

RICHARD BARGETTO: Suggested to the person with concerns about transportation to attend a Council meeting and any comments made by [the public] would be incorporated into the planning process. Richard also suggested writing letters to MUNI.

CM ORTIZ: Discussed funding streams and explained how specific agency service cannot be funded. Recommended advocating for the service, attending meetings, and possibly joining the Council.

CM DICROCCO: Encouraged the person making comments to contact MUNI about how to improve their service, since it is City funded the service should be more reliable.

CM SIRON: Explained how the Planning Council wants to hear that kind of information so they can ensure that excellent service will be provided.

CM ORTIZ: Discussed how the Planning Council is interested in hearing from the public and having people join.

PUBLIC COMMENT: Suggested talking to District Supervisors about the transportation issue.

REPRESENTATIVE FROM ALRP: Offered an in-depth description of the needs of Latino immigrants and refugees. providing a number of poignant examples. She encouraged the Planning Council to keep these issues in mind when making decisions.

RICHARD BARGETTO: Asked what specific services the Planning Council should look at to help the clients of ALRP. and the Latino immigrants.

ALRP REPRESENTATIVE: Stated quite clearly that the biggest need is housing.

CM SIRON: Asked how the Planning Council can reach out to the Latino community. What can be done to help?

ALRP REPRESENTATIVE: She explained how her radio and television spots in the past have resulted in a large number of people calling her who were previously unaware of the services available to them. She suggested outreach through Spanish radio and television will get a response, as many of these people are devoted listeners/watchers of these programs.

CM BANKS: Asked the ALRP Representative if ALRP has a criminal defense attorney and. if not why not?

ALRP REPRESENTATIVE: She suggested the public defender was available and that ALRP has no volunteer criminal defense attorney. She indicated that there is definitely a need, but there are no funds to pay for the high rates of a criminal defense attorney, and no volunteers.

CM ORTIZ: Shared how he has used ALRP services three times, and it was always a positive response.

PUBLIC COMMENT: Discussed experience with putting his voice and face as an HIV+ person in Marin County out to the community resulted in a positive response from others in the Latino community.

CM DICROCCO: Invited ALRP Representatives to speak at the Planning Council meetings. especially during the prioritization process.

CM SIRON: Announced that there would be an upcoming Community Forum, to be announced on the website regarding location. date, and time.

PUBLIC COMMENT: Asked how the Planning Council is looking at the issue of medical marijuana.

CM DURIO: Explained how Federal Monies cannot be used for this issue and it is in conflict with federal regulations and laws. He stated that Planning Council members are in various places with regard to this issue.

CM DICROCCO: Reiterated that federal funds cannot be allocated for this service.

CM SIRON: This is a good topic to discuss. but federal funds cannot be used and clearly the Planning

Council cannot discuss, and is prohibited from discussing. He added that this issue may be addressed through the Mayor's Council.

CM ORTIZ: Explained how the Planning Council advocates for the community but the Council does not set policy, because of their very nature of receiving federal money and being responsible for allocating those funds.

CM SIRON: Explained again the restrictions and work involved. Encouraged people to join the Planning Council. He concluded by saying that the Planning Council advocates for a better system of care.

No further public comment or discussion.

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Membership Committee | Planning Committee | Steering Committee

San Francisco

HIV Health Services Planning Council
Community Outreach & Advocacy Committee Agenda
Wednesday, May 11, 2005
25 Van Ness, Room 330 B
5:30-7:30 p.m.

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Item	Presenter	Time
1. Introductions	Co-Chairs	5:30
2. Review/Approve Agenda	Co-Chairs	5:33
3. Review and Approval of Minutes- *Minutes from March 9, 2005 and notes from the Community Meeting on April 13, 2005*	Co-Chairs	5:35
4. Announcements	Co-Chairs	5:37
5. Public Comment	Co-Chairs	5:40
6. Advocacy Report- *Including a report on the Client Satisfaction Survey.*	Joe Lynn/ Wilhelmina Parker	5:45
7. SRO Report	Charles Siron	6:00
8. Prevention for Positives Report	Joe McMurray/ Committee Members	6:05
9. Community Forum in Castro	Co-chairs	6:10
The Committee will discuss the next Community Forum scheduled for May 19, 2005.		
10.Community Events Discussion	Co-Chairs	6:15
The Committee will discuss the structure of future community events and review their events calendar.		
11. Council Policy & Procedures Table of Contents	Darnell	7:15
The Committee will review a draft of the Council Policy & Procedures Table of Contents and discuss adding or changing any pertinent documents to this committee. The committee will review their appropriate documents, if time permits.		
12. Next Meeting Date & Agenda Items	Co-Chairs	7:25
13. Adjourned	Co-Chairs	7:30

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people living with HIV/AIDS.

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730 Polk Street San Francisco, CA 94109
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San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 5th floor, San Francisco, CA 94102

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San Francisco

HIV Health Services Planning Council
Community Outreach & Advocacy Committee DRAFT MINUTES
Wednesday, May 11, 2005
25 Van Ness, Room 330 B
5:30-7:30 p.m.

Committee Members Present: Darnell Durio (co-chair); Joe McMurray (co-chair); Brian DiCrocco; Wilfredo Ortiz
Committee Members Absent: Lara Sallee (excused), Elyse Graham (excused)
Other Council Members Present: Raymond Banks
Others Present: Dean Goodwin (HHS)
Council Support Present: Leah Crask, Wilhelmina Parker, Joe Lynn, Nicole Matos

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1. Introductions

2. Review/Approve Agenda
Committee reviewed and approved the agenda by consensus.

3. Review/Approve Minutes
Minutes from March 9, 2005 and notes from the Community Meeting on April 13, 2005
Group reviewed and approved minutes from the March 9, 2005 Committee meeting, and the April 13, 2005 community meeting. The minutes were approved by consensus.

4. Announcements

CM McMurray announced the final co-chair meeting at the end of the month and his resignation from the Council as he is going to be a pastor in Gainsville Florida.

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CM Durio indicated that nominations and elections of new co-chair will take place at the next meeting

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CM McMurray nominated CM Ortiz and CM DiCrocco seconded the nomination. Committee agreed that a vote will take place on the next Committee meeting on June 8.

CM Ortiz announced that he will not be at the next meeting due to being on the AIDS Ride.

Council Support, Wilhelmina Parker announced a training tomorrow, and she spoke of the mentor program and asked all to consider becoming a mentor. She indicated that evaluations have been completed and she will email them out to all council members.

5. Public Comment
There were no public comments.
6. **Advocacy Report**
Including a report on the Client Satisfaction Survey.
Joe Lynn provided a report on the Advocacy Project and indicated that from March 2004 to February 2005 the response rate was low, with a 36% response rate. All clients who receive services will have surveys mailed out to them within 30 days. All results fell between excellent and good. Comments stated wanting a quicker response time but it was taken into context regarding the low response. Most clients were male and lived in the 94102 zip code.

CM Durio requested that the survey be sent out to all council members. Council Support, Wilhelmina Parker, agreed to do that
7. **SRO Report**
CM Siron not in attendance, so this agenda item not addressed.
8. Prevention for Positives Report
CM McMurray mentioned that he has represented the Prevention for Positives group and pending his resignation believes that a replacement should be considered. CM Durio will take this issue to Steering. CM McMurray also represents HOPWA, and CM Ortiz has been appointed to that council.
9. Community Forum in Castro
The Committee will discuss the next Community Forum scheduled for May 19, 2005.

CM Durio: Discussed that the same program being done as last time, with box lunches, meals and introductions, announcements, Jack's presentation, then break out into small groups. The first exercise with discussion then the second exercise followed by wrap-up and participants completing surveys. There will be no incentives this time and space will be limited. Committee discussed whether there will be a need for a translator.
CM DiCrocco stated that Mission Neighborhood Health Center knows of the event but doesn't think that a translator will be needed.
CM McMurray doesn't think it will be needed since the last two times translators were hired and not used.
CM Ortiz stated that since the event will take place in the Castro there will not likely be a need for a translator.
CM Durio suggested a head count of Committee members who will attend. CM DiCrocco indicated that he would attend, as well as Wilhelmina. How many council members will attend is still up in the air since the email went out yesterday.

10. Community Events Discussion

The Committee will discuss the structure of future community events and review their events calendar.

CM Durio wants a discussion about how community meetings will be done in the future. He discussed why it was decided to limit the number of those who can attend and remove incentives.
Box meals… no incentives… having more community forums per year, 4-5 with a closer focus on a particular group of people, and smaller groups 50-60 as opposed to 250.

Committee discussed the difference between Community Meeting and Community Forum.

CM Banks stated that black people will not attend activities unless there are incentives, and asked why there is a switch in this policy of incentives, and expressed concern that the Committee was afraid clients will go out and get dope. He suggested this is the only way that you will get real responses. The vouchers that do go out need to be unlimited.

CM McMurray indicated that it is not necessarily an issue of what the vouchers are ultimately used for but instead the decision was based on the last function. He discussed that too many people showed up and had to be turned away and many were not even HIV+; they were just there for free food and a voucher. He added that the incentive needs to only bring in people that are actually the ones that need to be heard from. Community meetings may be the better option for the incentives because they will naturally be smaller and more focused and have them every other month in order to get data that can truly be used
CM Banks apologized for jumping the gun and agreed with CM McMurray's statements.
CM Ortiz stated that he is completely against incentives or vouchers because it attracts the wrong people, and from the recent example suggested that it skewed everything and was not productive.
CM Durio stated that he has always been against the use of vouchers and does not want to have them because if people are truly interested in what you are talking about and how it helps them then that's on them. He would rather have a handful of fully completed surveys with info that is useful as opposed to receiving unfinished surveys.
CM DiCrocco stated that it was unfortunate that he saw people in line that should've been allowed in but couldn't because there were so many people there and people had to be turned away. He felt that his group was productive and stated that there are a lot of homeless people that are HIV+ and that is the group that pretty much showed up. He asked how the word got out in the first place about the forum.
Leah Crask, Council Support indicated that the notices were sent to providers.
CM Banks stated that he did a lot of outreach on the streets by handing out flyers.
CM Durio wants to have a general discussion about all of this and continue the discussion in future meetings and then have a vote of how things should be run in the future.
CM Banks suggested doing outreach to Hunters Point and Visitation Valley agencies to see if there is interest and then if there is possibly offer incentives after that interest is solidified.
CM McMurray stated that a relatively large group did come to the event with a service provider and did not get in, therefore if the group can communicate with service providers to work together to focus better on specific clients who really have something to say and would want to be included.
CM McMurray added that this is why the smaller groups are more focused on the specific populations.
CM Ortiz commented that at the Asian Pacific Islander meeting there was ownership by the providers and it was very productive but not at the Mission meeting. He thinks that it is really effective to go out into the community for these meetings.
CM DiCrocco has tried to do some recruiting in the Mission to service providers and it seems as though there are providers that would be interested in participating; it's just a matter of finding them.

CM Durio suggested partnering with providers as opposed to just inviting them makes a huge difference, pointing out very different dynamics of whoever gets the Center of Excellence in Bayview would be the obvious group to approach
CM DiCrocco would rather push the meeting back until partnerships are established.
CM Banks stated that Asian, Latino, Gay White Men are targeted, but black people don't seem to be on the list. He indicated that he will take the initiative to make contact with the Bayview to make this meeting happen faster.
CM Durio added that it will be a lot of work to make the Bayview meeting work as opposed to putting something together in the Castro.
CM Banks suggested going outside of blacks in San Francisco for input, and considered East Palo Alto or somewhere else?
CM Durio added that $1.7 million is going into the Bayview not into East Palo Alto.
CM Ortiz pointed out that there is outreach and attendance from African Americans.
CM Banks believes that the Council needs to go out to the communities and not always expect them to come to the Castro. He would like to see something in Marin County or the Fillmore area.
CM Durio replied that those aren't the populations that are being focused on so it can't be something.
CM Durio asked if everyone was okay with boxed lunches.
The Committee generally agreed. CM Ortiz insists that box meals be given out as opposed to serving food because that is too labor intensive
CM McMurray emphasized the need to ensure that voices are heard beyond provider's clients.
CM DiCrocco stated that if a service that has to be eliminated then inviting those providers won't necessarily be productive.
CM Banks inquired into the need for a letter of diagnosis.
No one agreed with having people bring those.
CM Durio discussed the difference between community meetings and forums.
CM Ortiz stated they are different because the forum is for recruiting.
CM McMurray feels that they can serve the same focus so why have both, and use the smaller group model that seemed to work and just replicate that instead of working on two different kinds of meetings.
CM Durio did not see it as a recruiting tool, and suggested more outreach to the communities to give out info and if people want to join that would be up to them.
CM McMurray stated the importance of returning and suggested that they want us back, so it is possible to do both.
CM Durio doesn't feel that you can do both that the first meeting is more of an introduction, building blocks and then at some point when you go back you build on that and it's a lot easier to recruit then.
CM McMurray asked how realistic that is, and how many meetings would that reasonably be.
Wilhelmina suggested not going in with a hard approach but to do an introduction and say who we are.
CM Durio commented that a soft sell seems to work better.
CM DiCrocco pointed to the API meeting as an example.
CM Banks pointed out that the meeting with Bayview in November means that they aren't going to be part of giving input for prioritization, and their input would not be until 2007.
CM Durio stated that people from Bayview were at the last meeting and filled out surveys.
CM DiCrocco added that this is the first time that a COE is even going to the Bayview, and the first time that money is going into the Bayview.
CM McMurray commented that the forums did not work… and the main agenda is to get good solid information and hear the voices of the people that need to be heard.
CM DiCrocco expressed the need to find a better way to pass the information on, and pointed out the need to generate more excitement about the information so that the Council takes it into more consideration. Going out to the communities is another way to get better data and possibly more council members.
CM Durio indicated that there are too many other factors to believe that the surveys and Reggie data are the whole answer, and added that it is going out into the community and talking to people that is most effective. He stated that each Council Member weighs their decisions differently and with different data and information. He suggested that it will be difficult to ever get a tool that will compare with EPI or anything else because it costs too much.
CM Banks asked if technology be used, such as completing surveys on laptops right in the community.
CM Durio commented that would be a mini-needs assessment, and the people you've talked about wanting to focus on would basically be ruled out because they are not familiar with computers. A problem is that people want different information, and asked what the Council wants to get out of these meetings. There is only so much money and we're already doing it the cheapest way. He asked what are we going to get out of the process and telling Council this is what you're going to get; small groups will give the

council a snapshot of a particular group of people talking about a particular issue.
CM DiCrocco added that there if there is a maximum that can be spent on this sort of thing.
CM Durio indicated there was not, but whatever is used will have to come from somewhere; so what types of information is wanted. He suggested that Committee members think about it and return ready to discuss at the next meeting.
CM DiCrocco felt that the meetings are more about getting those communities involved instead of gathering data… so that they will be interested in coming to the State Building for the once a month meeting.
Leah stated that it is important that some kind of data is pulled out of the meetings, but also agrees with CM DiCrocco's point about going out to get people involved; the needs assessment data would not be possible at a community event.
Wilhelmina: an all inclusive approach is possible and to talk to people about what they need and how we can serve them… empowerment is key… but also gathering the data is still very important for the council.
CM McMurray suggested that Community Outreach Committee can empower, and indicated another function of ensuring that the Council is doing its job well. The more you open a government and make it transparent the more criticism comes forth but also gives the group and the people the opportunity to step up.
CM Ortiz commented that outreach is still key, and finding a balanced approach is important.
CM Banks added that with funding issues being on his mind… he isn't sure how to proceed given not wanting anything cut from clients.
Wilhelmina: having the council present in events already seems to be bringing about the human approach, and with more resources and money it seems obvious that it could be better but what we're doing is a whole lot.
CM Banks suggested trying to persuade the Mayor to make a presence in the Bayview and put forth his views on HIV.

11. Council Policy & Procedures Table of Contents

The Committee will review a draft of the Council Policy & Procedures Table of Contents and discuss adding or changing any pertinent documents to this committee. The committee will review their appropriate documents, if time permits.

CM Durio reported to Committee that Infrastructure and Policy is putting this together and requested input.
CM Banks asked about who is being advocated for and who is giving that advocacy?
Wilhelmenia added that all Council Members who go out and bring back information on behalf of a client are advocating.
CM Banks suggested that the Advocacy Program isn't supportive to poor clients.
CM DiCrocco agreed that agencies need to be held more accountable.
CM Banks sees things getting worse for clients, not better; he suggested there is a need for the Council to address this as far as advocacy is concerned.
CM DiCrocco pointed out the "consumer rights and responsibilities" section for this committee and maybe that is were this discussion should focus.
CM Durio suggested that grievance procedures are always posted and the AIDS Office will always point you in the correct direction for your grievance.

12. Next Meeting Date and Agenda Items

13. Adjourned: 7:30pm

– San Francisco

HIV Health Services Planning Council
Community Outreach & Advocacy Committee Agenda
Wednesday, June 8, 2005
25 Van Ness, Room 330 B
5:30-7:30 p.m.

Item	Presenter	Time
1. **Welcome & Introductions**	Darnell Durio	5:30
2. **Review/Approve Agenda**	Darnell Durio	5:33
3. **Review/Approve Minutes** *Minutes from May 11, 2005*	Darnell Durio	5:35
4. **Announcements**	Darnell Durio	5:37
5. **Public Comment**	Darnell Durio	5:40
6. **Committee Co-chair Elections- VOTE** *The Committee will accept nominations for Co-chair.*	Darnell Durio	5:43
7. **SRO Report**	Charles Siron	5:50
25 8. **Prevention for Positives Report**	TBA	5:53
105 9. **Advocacy Report** *Including a report on the Client Satisfaction Survey*	Joe Lynn/Wilhelmina Parker	5:55
10. **Community Forum in Castro** *Council Support will provide a summary of the closing survey results from forums. Committee will discuss the Community Forum held on May 19, 2005.*	Wilhelmina Parker/ Group	6:10
11. **Committee Presentation to Full Planning Council** *Committee will discuss presentation of data from Community Forums to the Planning Council and whether this information will be incorporated into the general Needs Assessment presentation by Harder & Company*	Darnell Durio	6:20
12. **What Community input process should look like?** *The Committee will continue discussion from last meeting*	Darnell Durio	7:00
13. **Council Policy & Procedure Table of Contents** *The Committee will review modifications to the Council Policy & Procedure Table of Contents, and begin drafting language for appropriate documents.* • *Statement of Values* • *Consumer Input and Development of Community Fora* • *Provider Input* • *Community Outreach* • *Consumer Rights and Responsibilities*	Darnell Durio	7:20
14. **Next Meeting Date and Agenda Items**	Darnell Durio	7:25
15. **Adjourned**	Darnell Durio	7:30

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Community Outreach & Advocacy Committee DRAFT MINUTES
Wednesday, June 8, 2005
25 Van Ness, Room 330 B
5:30-7:30 p.m.

Committee Members Present: Darnell Durio (co-chair); Lara Sallee; Raymond Banks, Elyse Graham
Committee Members Absent: Wilfredo Ortiz
Other Council Members Present: Brian DiCrocco; Charles Siron
Council Support Present: Wilhelmina Parker, Joe Lynn, Skot Jonz

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1. Welcome & Introductions
CM Durio called the meeting to order.
2. Review/Approve Agenda
Committee reviewed and approved the agenda by consensus.
3. Review/Approve Minutes
Minutes from May 11, 2005
Committee reviewed and approved the minutes from the May 11, 2005 COA Meeting.
4. Announcements
CM Durio announced that he is stepping down as co-chair of this committee as of today, and will be available to assist the new co-chairs over the coming months before he steps down from the Planning Council at the end of his term.
5. Public Comment
There were no public comments.
6. Committee Co-chair Elections- VOTE
The Committee will accept nominations for Co-chair.
Committee discussed the nominations of Wilfredo Ortiz and Raymond Banks as co-chairs of the Committee. CM Sallee made a motion to accept CM Ortiz and CM Banks as co-chairs to replace CM McMurray and CM Durio. All present were in favor of the motion.
7. SRO Report
CM Siron provided the SRO Report. He reviewed a draft Single Room Occupancy (SRO) Hotel Safety and Stabilization Task Force FY 2004-05 Report to the Board of Supervisors. Copy on file at Council Support Offices. CM Siron discussed the need for linkage for those living in SRO's who may be having problems with CARE-funded services. CM Sallee mentioned the need to educate the SRO's about the CARE Council and suggested presenting to the SRO Task Force information about the Advocacy Project and the CARE Council. It was agreed to coordinate with the Advocacy Project after the Prioritization Process to arrange for such a presentation.
ACTION: Committee requested Council Support to distribute a copy of the document to all Council Members.
8. Prevention for Positives Report
CM Durio mentioned that former CM McMurray was the Committee's link to the Prevention for Positives group and discussed the need for someone else to take on this role. It was discussed that this would be worked on over the coming weeks. CM Siron offered to attend the Prevention for Positives and report back to COA Committee. CM Durio informed CM Siron that there was a specific joining process necessary for the Prevention for Positives Committee and offered contact information.
ACTION: CM Durio suggested that this go to Steering Committee to be put on the Full Council agenda.
9. Advocacy Report
Including a report on the Client Satisfaction Survey
Council Support, Wilhelmina Parker provided an update on the Client Satisfaction Survey and indicated that there was nothing new to report since the previous COA Committee Meeting.
Council Support, Joe Lynn, reviewed with Committee the May Advocacy Project Report. (Copy on file at Council Support Offices.) Committee reviewed and discussed.
10. Community Forum in Castro
Council Support will provide a summary of the closing survey results from forums. Committee will discuss the Community Forum held on May 19, 2005.
Council Support, Wilhelmina Parker, provided comprehensive survey results of the community forums for Committee review. (Copies on file at Council Support Offices). Committee discussed and recommended changes for Council Support to make to the document. Committee thanked Wilhelmina for her work on the comprehensive review.
11. Committee Presentation to Full Planning Council

Committee will discuss presentation of data from Community Forums to the Planning Council and whether this information will be incorporated into the general Needs Assessment presentation by Harder & Company

CM Durio mentioned that the presentation to the Council regarding the Community Input and Community Forums, and a provider Input from HAPN. He discussed that HAPN reviewed their presentation last week with other providers. He mentioned that he would be discussing with co-chairs of Planning Committee to determine the format and content of the presentation. In lieu of a Forum Presentation, the Needs Assessment presentation by Harder & Company will incorporate the information from forums into their report to the Council. Committee discussed that a preview of the presentation would likely occur in Planning Committee, rather than COA Committee, prior to going to the Full Council meeting. Committee discussed that the Needs Assessment Working Group will approve the Harder+Co. presentation and there is no need for it to be reviewed by the COA Committee. CM Durio added that it is necessary to appoint someone from the COA Committee to lead the discussion and introducing HAPN and Harder+Co. presenters. It was discussed to co-present with someone from Needs Assessment Working Group. **ACTION: Coordinate with Co-Chairs of Needs Assessment Working Group to determine who will co-present information regarding Needs Assessment. CM DiCrocco agreed to be the person from COA Committee to provide an introduction and introduce presenters from HAPN and Needs Assessment Working Group.**

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12. What Community input process should look like?

The Committee will continue discussion from last meeting

CM Durio continued the discussion regarding what community input should look like in the coming year.

CM Banks asked about the issue with regard to Marin City, and CM Durio reminded Committee that this discussion began last month and will continue for several more meetings. Are Community Meetings going to be nothing more than community meetings or more like forums? Group discussed having four smaller more targeted meetings (i.e., focus groups) rather than two huge ones, because this is more manageable. It was also discussed to have something in San Mateo and Marin Counties to receive their input. Group discussed the need to revisit the various issues around community forums, with budget concerns, Council Member participation, Council Support, Community Support, and others. It was suggested to use the same basic format that is being used now, tailored to take into consideration the things learned from the forums and meetings this month.

CM Siron asked if COA would like input from Planning Committee. It was agreed that COA would review the activities, and set everything in place and have the groundwork established in the event that the membership of COA Committee changes.

Committee discussed that it was necessary to have several thorough discussions regarding future events.

CM Banks suggested a block-party in Marin City to attract the crowd that may need to be contacted. Instead of the Gay and Lesbian center, he suggested Lyon-Martin, or other venues to receive fresh ideas and new information.

CM Graham mentioned that there are several communities in San Francisco that have not been reached. The advisory committees in San Mateo and Marin Counties could be working with to have them take on the effort of doing community outreach/input events rather than have the SF Planning Council do this. She suggested doing four, and likes the idea of smaller events, even though they are not necessarily well-attended.

Committee discussed various issues surrounding the forums and community meetings, especially with regard to timing, proper advertising, and advanced planning.

CM Banks commented that he believes that it would be helpful for Council Members to be more active in coordinating with Marin County and San Mateo County, and suggested a totally different approach.

CM Sallee agreed that it would be helpful to have the counties develop their own events, and have the Council Members participate. She also recommended that the Counties Working Group make a decision with regard to how these events are organized and implemented.

CM Banks asked if he needed permission from the Council to visit San Mateo County to determine for himself after meeting with consumers the state of affairs in San Mateo. CM DiCrocco reminded the Committee that there is a standing invitation to Council Members to visit San Mateo. Committee discussed that it was not appropriate for a Council Member to set their own meetings or events without the sanction of the Council, but it as fine to make a visit for the purposes of finding information that will assist in Council decision-making.

CM Banks expressed disappointment that MSM's are being covered with forums every year and it didn't make sense. Committee discussed that this is the purpose of this discussion to determine what other groups should be identified and contacted with meetings or forums.

ACTION: Council Support to provide information on the list of groups identified at the Needs Assessment Working Group to be contacted through Needs Assessment and other events and provide this list to COA Members.

Group discussed that there is the possibility that the Needs Assessment may provide enough information that it might not be necessary to do community forums or community meetings quite as frequently.

Bayview, Castro and the Tenderloin were identified as the main targeted areas, with no more than four community forums.

CM Graham asked if they were looking more at populations or locations. Committee agreed that it is necessary to look at both. What is discovered from the Needs Assessment will help to determine how this Committee can move forward with determining certain activities and populations to target.
It was agreed that further discussion is needed to flush out the details about the specific groups to target, and how to approach the events in the counties. Committee discussed that Council Members have been charged to represent all people living with HIV/AIDS in the entire EMA rather than just those living in San Francisco. It is necessary to get viewpoints, input and feedback from as many people as possible because it is important to help make decisions on how to allocate funds.
CM DiCrocco suggested that it was more important to have the Counties set up their own events, and partner with the Council so that the structure is similar enough that the data can be effective.
CM Graham agreed with everyone present and indicated that the Marin forums were modeled after those in San Francisco, and in fact the entire Marin Council is being set up to model the San Francisco Council. She added that this committee does not necessarily have to be the people to do all the work of the event.
CM Siron also reminded people to consider the budget during the prioritization process.
Committee discussed the need to be clearer on what the budget allows so it will be easier to determine how many events can be conducted.
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CM Banks suggested contacting corporate sponsors who might be willing to donate a room and/or food for the purposes of conducting these forums. Committee discussed that there was nothing preventing this from occurring. However, because the Council is not a non-profit organization it is not possible for corporations to write-off the expense. Additionally, it was discussed that the Council Members are appointed by the mayor and considered part of the City and County of San Francisco.
Committee discussed other options for getting donations for rooms and food, which will free up money to be rolled over into other things.
Committee discussed the need to come up with a budget to determine what goes to forums, and other costs, and if necessary present the budget to the Council and do a motion. First determine what type of events wanted, then determine what populations to target, and determine which groups will receive incentives, and overall how much will be needed.
ACTION: Committee discussed the need to get information on the cost of past events from Council Director.

13. Council Policy & Procedure Table of Contents

The Committee will review modifications to the Council Policy & Procedure Table of Contents, and begin drafting language for appropriate documents.

- *Statement of Values*
- *Consumer Input and Development of Community Fora*
- *Provider Input*
- *Community Outreach*
- *Consumer Rights and Responsibilities*

CM Durio reviewed the Table of Contents and agreed that it was fine.
CM Banks suggested that Membership Committee have a "Recruitment" policy and he suggested that COA Committee also have a "Recruitment" policy added onto the Committee. Whether this is completely handed over to COA or simply in addition to their work. It was agreed
ACTION: Committee asked for Council Support to draft associated policies and present to COA Committee for review at the next COA meeting. Committee also asked for Council Support to determine whether these documents are already in existence.

14. Next Meeting Date and Agenda Items

Next COA Committee Meeting – July (2nd Wednesday)
Continue with In-Depth Discussion of SRO Report
Continue with Discussion regarding developing Community Input Events
Review draft documents from Policy and Procedure Manual.

Adjourned

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee Agenda
Wednesday, July 13, 2005
25 Van Ness, Room 330 A
5:30-7:30 p.m.

Item	Presenter	Time
1. **Welcome & Introductions**	Wilfredo Ortiz	5:30
2. **Review/Approve Agenda**	Wilfredo Ortiz	5:33
3. **Review/Approve Minutes** *Minutes from June 8, 2005*	Wilfredo Ortiz	5:35
4. **Announcements**	Wilfredo Ortiz	5:37
5. **Public Comment**	Wilfredo Ortiz	5:40
6. **Committee Co-chair Elections- VOTE** *The Committee will accept nominations for co-chair following the resignation of co-chair Raymond Banks, and vote for a new co-chair.*	Wilfredo Ortiz	5:43
7. **SRO Report** *An in-depth discussion of the SRO Report will be deferred to the September COA Committee meeting.*	Charles Siron	5:50
25 8. **Prevention with Positives Report** *The Committee will discuss Billie-Jean Kanios' offer to take the vacant seat on the Prevention with Positives Committee following CM McMurray's departure from the Council.*	TBA	5:55
105 9. **HOPWA Loan Committee** *The Committee will discuss the process for appointing a HOPWA Loan Committee representative. Interested parties include Brian DiCrocco, Randy Allgaier, and Laura Thomas*	Wilfredo Ortiz	6:00
10. **Advocacy Project Report** *The Committee will receive the monthly report from the Consumer Rights Advocacy Project.*	Richard Bargetto	6:05
11. **Harder + Co. Presentation on Needs Assessment Process** *The Committee will review and discuss the Needs Assessment presentation from Harder + Co. scheduled for the July 25, 2005 Full Council Meeting.*	Harder + Co.	6:10
12. **August Community Meeting** *The Committee will discuss the August community meeting targeting the transgender community, and discuss details such as location, advertising, and other matters as needed.*	Wilfredo Ortiz	6:25
13. **Planning Future Activities** *The Committee will discuss issues with regard to planning future activities, including:* • *Collaborating with Membership Committee for recruitment* • *Structure and format of community input events* •	Wilfredo Ortiz	6:45
14. **Council Policy & Procedure Table of Contents** *Council Support will review with the Committee draft documents for*	Council Support Group	7:10

inclusion in the Council Policy & Procedure Table of Contents. The Committee will discuss changes as necessary.

- *Statement of Values*
- *Consumer Input and Development of Community Fora*
- *Provider Input*
- *Community Outreach*
- *Consumer Rights and Responsibilities*

15. Next Meeting Date and Agenda Items	Wilfredo Ortiz	7:25
16. Adjourned	Wilfredo Ortiz	7:30

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee MINUTES
Wednesday, July 13, 2005
25 Van Ness, Room 330 A
5:30-7:30 p.m.

Committee Members Present: Wilfredo Ortiz (co-chair); Darnell Durio, Raymond Banks; Kim Pickens; Brian DiCrocco; Elyse Graham
Committee Members Absent: Lara Sallee, Robert Oropeza, Clarence Smelcer
Other Council Members Present: Billie-Jean Kanios, Randy Allgaier
Council Support Present: Wilhelmina Parker, Hyla Breidenbaugh, Richard Bargetto
Others Present: Erika Takada

1. Welcome & Introdnctions
CM Ortiz began the meeting at 5:36pm with introductions and the mission statement.

2. Review/Approve Agenda
The agenda was reviewed and approved by consensus.

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3. Review/Approve Minutes
The Minutes from June 8, 2005 were reviewed and approved by consensus.

4. Announcements
CS Parker formally welcomed new member Kim Pickens and announced that Robert Oropeza and Clarence Smelcer had also joined the committee.
CM Ortiz announced that he is resigning as co-chair to the HOPWA committee.
CM Kanios mentioned that a room at Walden House is reserved and ready to go for August 10th.

5. Public Comment
None

6. Committee Co-chair Elections- VOTE
The Committee will accept nominations for co-chair following the resignation of co-chair Raymond Banks, and vote for a new co-chair.
CM Banks nominated Kim Pickens and she accepted.
CM Ortiz nominated Brian DiCrocco and he accepted.
It was decided to vote by ballot.
4 votes for Kim and 3 for Brian
Kim Pickens was voted in as the new co-chair.

7. SRO Report
An in-depth discussion of the SRO Report will be deferred to the September COA Committee meeting.
CM Siron not present to provide SRO Report.

8. Prevention with Positives Report
The Committee discussed and accepted Billie-Jean Kanios' offer to take the vacant seat on the Prevention with Positives Committee following CM McMurray's departure from the Council.

9. HOPWA Loan Committee

The Committee discussed the process for appointing a HOPWA Loan Committee representative. Interested parties include Brian DiCrocco, Randy Allgaier, and Laura Thomas.
The group discussed why the Council is sending a representative to HOPWA committee. The group then talked about a consumer filling one of the seats. Of the three council members who are interested in being a representative one is a provider and two are consumers.
The rules for voting were discussed.
It was decided that an official vote could not take place because it was not on the agenda. It will be voted on next month.
Action: Randy would like to be removed from the nominations.

10. Advocacy Project Report
Richard explained to the Committee about the monthly report from the Consumer Rights Advocacy Project that they received and gave an update on what is going on. Richard mentioned why some of the people had been evicted and then discussed how eviction affects the other tenants. Richard goes to people if they are too sick to get to him.

11. Harder + Co. Presentation on Needs Assessment Process
The Committee discussed the Needs Assessment presentation from Harder + Co. scheduled for the July 25, 2005 Full Council Meeting.
Erika Takada (H&C) asked the committee if they had a vision for how the data from focus groups can be used and how it can be incorporated into the larger needs assessment survey.
The group discussed the Council's background and asked for more input from Harder + Co. on how much weight to give the data that was gathered. Not all the service categories were listed at the focus groups, just the most important ones. Harder + Co. can't find any statistically significance because there has only been two community forums.

CM Banks wants to know if he can attend as an observer to a focus group, but the flyer he had was not a community forum.

Erika Takada mentioned that there could be a community bias at the last Community Forum, because there was no way for them to know if they were actually HIV positive. Also, the community forums the council had may not reflect the actual population. Other bias causes were also talked about, such as a Built in Bias. When providers do the outreach, they tend to advocate only around their area.

The difference between the survey data and the community forum data was discussed. Erika mentioned that the survey could actually have a pull out for the community event.
CM Parker suggested she move the data from the forums around so that it is more useful. Erika asked for the Service Categories to be how the data is sorted. The service categories were not listed at the forum, but all of them are listed on the survey. CS Parker has seen the data from the forums, but it has not been put into a report yet.

12. August Community Meeting and Planning Future Activities
The Committee discussed the August community meeting targeting the transgender community, and discussed details such as location, advertising, and other matters as needed.
The place, Walden House, times and food was talked about. Pizza was mentioned because it is cheap and easy. It was mentioned that people on meds need to eat.
CM Ortiz and CS Newby will work on the advertising that may be needed.
The group discussed getting ideas from Harder + Co. on collecting data. It would be best for Harder + Co. to play an advisory role. So far the community forums have been a true community process. Harder + Co. can only tell the council what the data will look like.
The group talked about how the community meetings are different than the forums balancing the three

things of input, information and advocacy.
The Committee agreed that they would like for the community to feel more invited to speak and that more engagement is needed. The group discussed how the council members need to encourage more listening and not just trying to fix what the person is talking about and be more open. Where people sit was discussed.
CM Allgaier mentioned the API community meeting and suggested the council follow their lead and not bring council culture to a community meeting because it can be destructive. Sometimes there are more council members than there are public, which can cause an us versus them environment.
CM Pearce asked CS Parker if the council could keep a cumulative file from the council members that went to the previous forum and what the council can do going forward at the next meeting.
CM Banks mentioned about how the council needs to be friendly. He suggested holding a beauty pageant contest instead of vouchers. Maybe social functions will get other groups to join. The Council needs to radiate some kind of warmth at the meetings.
Erika mentioned that Harder + Co. does provide training to organizations on how to get information from people.
The committee discussed that there is a difference between the community meeting and the community focus groups.
The committee talked about outreach and other transgender groups besides the ones that Billie-Jean is getting.
Having a more open meeting and that the meeting should be more about conversation then data collection was talked about. It was suggested to just walk in, say hi that we are here and then turn the meeting over to the community.
Clear intent on the advertising for the meeting was discussed. Concern about people going to the meetings, because the council spent a lot of money for the last meeting and no one showed up.
There wasn't enough time for advertising or time for the flyer. It is a learning experience and this time the council needs to get it together. Billie-Jean is going to bring in people, but the council still needs to do outreach.
It was discussed that committee members should know where the flyers are going.
Individuals should make commitment on their own to let the population of the community that need to go know about the meeting.
CM Banks mentioned handing the flyers out not just leaving them for people to pick up. The council needs to apply the same kind of principles so that the community members understand that it is not just them and us. The council needs to come off as one of them. Including personal input works best at the community meetings.
CM Pearce mentioned the Prevention Council and how the Planning Council can learn from their mistakes. One of the things mentioned was to ask the Bayview community where they would like for the meeting to be held.
CM DiCroceo mentioned that we should have cancelled the last meeting. It is the council's responsibility to bring people in to the community meetings. It can possibly be conceived as conflict of interest.
Who or what agencies is the council going to partner with out in Bayview, space and paying for a place was discussed.
CM Ortiz would like to lay the groundwork for the November meeting.
The group discussed whose job is it to bring people to the community meetings, council members or council support. It was agreed that both were responsible.
Horrible attendance at the last meeting was discussed. CM Banks mentioned that the population the council is dealing with is a hard population to get to come to meetings. Just getting some people out is worth it and the council shouldn't let it get them down.
Action: CM Pickens will pass out flyers
CS Parker to coordinate advocating efforts
CM Banks mentioned different angles for getting people to the meetings, like what other services people

need and contacting those places to see if they want to come to the community meetings.
CS Parker asked about the structure of the August meeting. CM Ortiz and CM Pickens will start the meeting and then go into the open part. CM Allgaier mentioned that it is important to let the public know how and why the council members are involved.
CM Graham suggested that the council use its members' own strength. It was decided that CM Pickens would lead the August meeting.

13. Council Policy & Procedure Table of Contents
Council Support Parker reviewed with the Committee draft documents for inclusion in the Council Policy & Procedure Table of Contents.
• Statement of Values
• Consumer Input and Development of Community Fora
• Provider Input
• Community Outreach
• Consumer Rights and Responsibilities
Flexibility was mentioned, as well as what the other committees are doing.
Street outreach was brought up and what are council members allowed to do.

14. Next Meeting Date and Agenda Items
• August 10th Walden House
• Kim is the new co-chair
• Someone from Ryan White
• Street Outreach
• Voting on HOPWA at the end or beginning of the community meeting.

15. Adjourned
CM Ortiz adjourned the meeting at 7:30 PM

Meeting minutes are considered to be in DRAFT form until reviewed and approved by Council attendees.

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee DRAFT Agenda
Monday, July 25, 2005
Milton Marks Conference Center
The State Building
455 Golden Gate Avenue (Between Larkin & Polk)
Lower Level, San Diego Rooms B&C
July 25, 2005
4:00-4:30 pm

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Item	Presenter	Time
1. **Welcome & Introductions**	Wilfredo Ortiz	4:00
2. **Review/Approve Agenda**	Wilfredo Ortiz	4:02
3. **Review/Approve Minutes** *Review and Approval of Minutes from July 13, 2005 will be deferred to the next Committee meeting scheduled for August 10, 2005*	Wilfredo Ortiz	--
4. **Announcements**	Wilfredo Ortiz	4:03
5. **Public Comment**	Wilfredo Ortiz	4:04
6. **HOPWA Loan Committee - VOTE** *The Committee will nominate candidates and vote to forward names to the Full Council on July 25, 2005 for approval and vote as HOPWA Loan Committee representatives.* *Current candidates include Brian DiCrocco and Laura Thomas.* *Public Comment on this Item*	Wilfredo Ortiz	4:06
7. **Adjourned**	Wilfredo Ortiz	4:25

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee DRAFT MINUTES
Monday, July 25, 2005
Milton Marks Conference Center The State Building
455 Golden Gate Avenue (Between Larkin & Polk) San Diego Rooms B&C
July 25, 2005 4:00-4:30 pm

Committee Members Present: Wilfredo Ortiz (co-chair); Brian DiCrocco; Darnell Durio, Raymond Banks, Robert Oropeza; Walter Miller, Elyse Graham
Committee Members Absent: Kim Pickens (co-chair); Lara Sallee, Clarence Smelcer
Other Council Members Present: Randy Allgaier, George Simmons
Council Support Present: Skot Jonz
Others Present: Pam (Redevelopment Agency)

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1. Welcome & Introductions Co-Chair Ortiz called the meeting to order.

2. Review/Approve Agenda The agenda was reviewed and approved by consensus.

3. Review/Approve Minutes
Review and Approval of Minutes from July 13, 2005 deferred to the next Committee meeting scheduled for August 10, 2005

4. Announcements There were no announcements.

5. Public Comment There were no public comments.

6. HOPWA Loan Committee - VOTE
The Committee will nominate candidates and vote to forward names to the Full Council on July 25, 2005 for approval and vote as HOPWA Loan Committee representatives.
Current candidates include Brian DiCrocco and Laura Thomas.
CM Ortiz introduced the two current candidates, CM Thomas and CM DiCrocco.
CM Durio made a motion to accept CM Thomas and CM DiCrocco as the HOPWA Loan Committee representatives.
CM Simmons seconded.
Discussion on the motion:
CM Simmons commented that the HOPWA Loan Committee is an important part of the Redevelopment Agency's business, and the representatives must be able to read and comprehend a lot of documents and financial statements. He added that it is an important part of Council business.
CM DiCrocco called the question.
CM Banks nominated himself. He commented that he reads and writes well, and should be able to perform at a level necessary for the requirements of this position.
CM Allgaier made a point of order, and suggested that the candidates be discussed, including CM Banks who nominated himself.
CM DiCrocco moved to close nominations.
Nominations closed.
CM Ortiz announced that the votes would be by secret ballot.
Vote by secret ballot.
Council support tallied the votes:
CM DiCrocco and CM Thomas received the two highest numbers of votes.
CM Ortiz announced that CM DiCrocco and CM Thomas would be recommended to Full Council

tonight asking that these two represent the Council on the HOPWA Loan Committee.

Public Comment on this Item- No public comment.

7. Adjourned CM Ortiz adjourned the meeting at 4:25.

Meeting minutes are considered to be in DRAFT form until reviewed and approved by Council attendees.

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Membership Committee | Planning Committee | Steering Committee

San Francisco

HIV Health Services Planning Council
www.sfcarecouncil.org
Community Outreach & Advocacy Committee
Transgender Community Meeting Agenda
Wednesday, August 10, 2005
Walden House
1885 Mission St.
5:30-7:15 p.m.

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Community Outreach & Advocacy Committee Mission Statement: To ensure that the voice of the community and consumers are part of the work of the Council. The committee will ensure that consumers and other community members have the opportunity to give input to the Council, be educated on the issues that affect the HIV/AIDS community, and are empowered to be a voice for the needs of the HIV/AIDS community that can affect positive change and ensure public policies that enhance the lives of people living with HIV/AIDS.

Item	Presenter	Time
1. **Greeting & Refreshments**	Council Members	5:30
2. **Welcome & Introductions**	Committee Co-chairs Wilfredo Ortiz & Kim Pickens	5:40
3. **Open Discussion** *An open discussion on HIV services, upcoming changes in services and client needs, particularly those of the Transgender community*	Kim Pickens	5:45
4. **Explanation of Community Outreach & Advocacy Committee and the HIV Health Services Planning Council** *Basic explanation of purpose to this committee, our working groups and the Advocacy Project. Short explanation of the reasons why the Council exists and what we do.*	Wilfredo Ortiz & Richard Bargetto	6:45
5. **Future HIV Services Funding** *Explain CARE Act reauthorization process. Where we are.*	Lara Sallee	6:55
6. **Practical Tips for Advocacy: Let's write our Congressional Representative**	Kim Pickens & Jack Newby	7:05
7. **Thank You- Evaluation** *Thank members of the community for attending and encourage their future participation in our community processes (attending Council meetings, Council membership and/or other HIV advocacy).*	Kim Pickens	7:15

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HIV Health Services Planning Council
730 Polk Street San Francisco, CA 94109
****
San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 5th floor, San Francisco, CA 94102

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HIV Health Services Planning Council
www.sfcarecouncil.org
Community Outreach & Advocacy Committee
Transgender Community Meeting DRAFT NOTES
Wednesday, August 10, 2005
Walden House
1885 Mission St.
5:30-7:15 p.m.

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Committee Members Present: Wilfredo Ortiz (co-chair), Lara Sallee, Elyse Graham, Raymond Banks
Committee Members Absent: Darnell Durio, Clarence Smelcer, Robert Oropeza, Kim Pickens, Brian DiCrocco,
Other Council Members Present: Billie-Jean Kanios
Council Support Present: Jack Newby, Richard Bargetto, Wilhelmina Parker, Skot Jonz

1. Greeting & Refreshments
CM Ortiz called the meeting to order. He thanked Walden House for providing space to hold the community meeting, and explained the function of the Community Outreach & Advocacy Committee by reading the committee mission statement. CM Ortiz explained that this particular meeting was set up to meet with members of the transgender community to hear their concerns regarding delivery of and access to HIV services.

2. Welcome & Introductions
CM Ortiz had all those present introduce themselves. Twelve members of the public (some service providers) were present.

3. Open Discussion
An open discussion on HIV services, upcoming changes in services and client needs, particularly those of the Transgender community
CM Pickens was not present, so CM Kanios stepped in to facilitate by beginning with an explanation of community planning and opened the meeting to discussion. Comments do not necessarily reflect the opinion of the Planning Council or the transgender population as a whole. The following is a summary of comments made during the open discussion by twelve members of the public who were present for the community meeting:

- *Hormones should be made available as part of primary care. This facilitates access to care.*
- *Strong mental health care should be reinforced for the transgender community.*
- *Housing for youth ages 18-24 is critical as it helps prevent new infections. Transitional housing will help keep kids off the streets and thus avoid high-risk activities.*
- *A belief that transgender mental health issues and/or prostitution are unwarranted stereotypes which often cause difficulty when seeking housing.*
- *There are many young transgender people on the streets. Most of the older transgender people are either in prison, dead or have changed their lives.*
- *It is important to educate service providers to be more sensitive to the needs of the transgender community.*
- *Discussion about the problems with black market hormones and sharing needles*
- *Regarding the latino/a community, there are immigration issues which cause difficulty for the latino/a transgender community to access services. There is often fear of deportation.*
- *Often transgenders who are HIV+, accessing care for HIV is not a primary concern.*
- *Some transgenders feel as if they are on trial everywhere they go, the bank, store, on the bus. And this is no different when seeking health care or other services. Outside private space there is a feeling of being under constant scrutiny. Some people may choose not to put themselves in a situation to avoid further scrutiny, and may not seek ordinary forms of assistance.*
- *Discussion about workplace issues revealed that UCSF Trans program has an all trans staff. Employing transgender people, especially if an agency is serving transgender clients should be a priority.*
- *There was considerable discussion about oppression and how that contributes to other problems.*

CM Bank suggested that those in attendance attend the upcoming prioritization and allocation meeting.
CM Kanios reiterated, explaining that having the voices of the transgender community to take back to the full Council is very important.
Regarding delivery of medical services, the following is a summary of comments:

- *Discussion about the concerns regarding mixing hormones and HIV medications*
- *Acupuncture has helped relieve some of the toxic side effects and more acupuncture services should be available.*
- *There may not be sufficient numbers of transgender girls living with HIV to do an adequate research study on the effects of how HIV medications affect hormones.*
- *There is a lack of mental health and nutrition care.*
- *Primary care should be more closely monitored.*
- *Unemployment is a big issue. When unable to find work, transgenders may be forced to get involved in illegal and high-risk street activities.*
- *Getting people in care and keeping them there is important.*
- *MtF transgender show the highest rate of HIV infection among any other subgroup.*
- *A provider reported that there are high rates of high-risk behaviors not reflected in those testing positive for HIV, which probably indicates that many are avoiding getting tested altogether.*
- *Reckless behavior and risk-taking may be because some transgenders don't have much else going for them, nothing to lose.*
- *Discussion of biggest needs include: employment, finding someone who will respect and love me. Oftentimes people will do anything, and take dangerous risks, in order to keep affection. In search of love, understanding, and affection, some will do anything.*
- *Discussion about the expenses of transition ($5,000 for a boob job; $20,000 for a genital reassignment), in order to bankroll this kind of money, some transgenders will do anything.*
- *Transgenders know about prevention methods, but it is unclear if they are actually practicing them.*

Discussion about the transgender experience in prison and County jail:

- *Despite being HIV+ it is still possible to find love and affection while incarcerated. Some transgenders may actually feel more comfortable in prison.*
- *There are no condoms available in prison or jail, but this does not seem to prevent sexual activity among inmates even those with HIV+.*
- *For those in County Jail, accessing HIV services is very difficult. San Francisco County jail is the worst.*
- *Being on a sick call list can take a month or more to be seen.*
- *If you are in the main jail and HIV+ you are given a general package of meds, without concern for your regular regimen or other medications needed.*
- *When in the main jail, transgender (MtF) are considered men, and they are referred to as "sir" or "mister" while at the same time providing hormones. This is a form of oppression that is difficult to survive.*
- *Oppression is internalized from family and society and sometimes it gets to be too much and you have to give in.*
- *It is a constant struggle.*
- *When leaving SF County Jail, after the oppression and being torn apart emotionally, physically and otherwise) it is necessary to get some form of validation to counteract the oppression. In doing so, those released from jail often "turn a trick" before getting to Market Street.*
- *It is sad there is no prevention in jail.*
- *There is often difficulty when asking to be separated from the general population, and it doesn't matter if you are HIV+. Other people may know you are HIV+ and still want to have unprotected sex.*

CM Banks asked if housing and medications are provided when being released from jail. The unanimous answer was "NO." nothing is provided. The group discussed the need for exit services.

- *There should be some system for transitioning out of jail so they don't go back to the streets.*
- *Incarcerated transgenders are often labeled as having "special sexual issues" and they are kept separate from the general population. It is considered taboo for other inmates or guards to talk to or associate with a transgender in jail.*
- *There is hesitation to stand in line for medications because of peer pressure and the fear of other people finding out about HIV status. An inmate will get segregated if they ask for HIV services.*
- *Abandonment issues and other deep-seated issues from childhood can often stay with transgenders throughout their lifetime.*

CM Kanios asked about how to improve the situation for the transgender community:

- *Low-cost or free psychological services*
- *More social support and affirmation of transgender identity is the key to well-being.*
- *Recommend transgender social activities, trips, art shows and other activities to socialize and network.*
- *Support groups help empower and provide support.*
- *If taken out of their element, many transgenders do not do well and they tend to stay within a very restricted geographical area.*
- *Discussion about the difference between transgender lifestyles on the East Coast compared to San Francisco.*
- *Group discussed various issues and concerns with regard to attending school.*
- *For many transgender issues to be solved is beyond the reach of the Planning Council.*

CM Ortiz discussed that many of the transgender issues discussed, such as self-hatred, seeking acceptance, oppression, and others are similar to the issues he encountered as a gay man.

4. Explanation of Community Outreach & Advocacy Committee and the HIV Health Services Planning Council

Basic explanation of purpose to this committee, our working groups and the Advocacy Project. Short explanation of the reasons why the Council exists and what we do.

Richard Bargetto discussed his role as part of the Advocacy Project and explained how HIV+ clients of Ryan White funded services can come to him if there are any problems accessing services. A summary of comments by some of the public:

- *Being an HIV-negative transgender highlights the need for more services for people who are not HIV+ in order to help them stay HIV-negative. Being HIV-negative it often feels like falling through the cracks as far as receiving services.*
- *It is sad that HIV-negative people are envious of HIV+ people and sometimes deliberately become infected simply to access services.*

CM Ortiz encouraged those present to attend Planning Council meetings to voice their concerns, otherwise there is no way of knowing what those concerns are or doing anything to resolve problems.

5. Future HIV Services Funding

Explain CARE Act reauthorization process.
Where we are.

CM Sallee provided an amazing presentation on the CARE Act reauthorization process and the importance of being aware of pending changes. She reported that the Ryan White CARE Act is an ideal model for a system of care and could be easily adapted for a universal care program.

***6.* Practical Tips for Advocacy: Let's write our Congressional Representative**

Jack Newby discussed the importance of writing congressional representatives and other elected officials. He provided simple guidelines for how to structure a letter and strongly encouraged people to take action.

7. Thank You- Evaluation

Thank members of the community for attending and encourage their future participation in our community processes (attending Council meetings, Council membership and/or other HIV advocacy).

CM Ortiz thanked everyone for attending, and gave special thanks again to Walden House and to Billie-Jean Kanios for stepping in to facilitate the meeting. The meeting adjourned at adjourned at 7:20 pm.

Community Outreach & Advocacy Committee Mission Statement: To ensure that the voice of the community and consumers are part of the work of the Council. The committee will ensure that consumers and other community members have the opportunity to give input to the Council, be educated on the issues that affect the HIV/AIDS community, and are empowered to be a voice for the needs of the HIV/AIDS community that can affect positive change and ensure public policies that enhance the lives of people living with HIV/AIDS.

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee Agenda
Wednesday, September 21, 2005
25 Van Ness, Room 710 (7th Floor)
3:30-5:30 p.m.

PLEASE NOTE: Change in Meeting DATE AND TIME

Item	Presenter	Time
1. **Welcome & Introductions**	Wilfredo Ortiz	3:30
2. **Review/Approve Agenda**	Wilfredo Ortiz	3:33
3. **Review/Approve Minutes** *Minutes from July 13, July 25 and August 10, 2005*	Wilfredo Ortiz	3:35
4. **Announcements**	Wilfredo Ortiz	3:37
·25 5. **Public Comment**	Wilfredo Ortiz	3:40
/05 6. **SRO Report** *An in-depth discussion of the SRO Report will be deferred to the September COA Committee meeting.*	Charles Siron	3:45
7. **Prevention with Positives Report**	TBA	3:50
8. **HOPWA Loan Committee Report**	TBA	3:55
9. **Advocacy Project Report** *The Committee will receive the monthly report from the Consumer Rights Advocacy Project.*	Richard Bargetto	4:00
10. **Community Forum Request From Comprehensive Plan Working Group Discussion** *The Committee will discuss the request from the Comprehensive Plan Working Group to hold a community forum.*	Council Support/ Group	4:15
11. **Planning Future Activities** *The Committee will discuss issues with regard to planning future activities, including:* • *Community meeting Nov 8th in Bayview*	Wilfredo Ortiz	4:35
12. **Council Policy & Procedure Table of Contents** *Council Support will review with the Committee draft documents for inclusion in the Council Policy & Procedure Table of Contents. The Committee will discuss changes as necessary.* • *Statement of Values* • *Consumer Input and Development of Community Fora* • *Provider Input* • *Community Outreach* • *Consumer Rights and Responsibilities* • *Street Outreach/ Limitations on what Outreach Council Members Can Do*	Council Support Group	4:50
13. **Next Meeting Date and Agenda Items** *Wednesday, October 12, 2005 form 5:30-7:30 p.m.*	Wilfredo Ortiz	5:25

14. Adjourned Wilfredo Ortiz 5:30

Mission Statement: *To ensure that the voice of the community and consumers are part of the work of the Council. The committee will ensure that consumers and other community members have the opportunity to give input to the Council, be educated on the issues that affect the HIV/AIDS community, and are empowered to be a voice for the needs of the HIV/AIDS community that can affect positive change and ensure public policies that enhance the lives of people living with HIV/AIDS.*

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25 Van Ness Avenue, 5th floor, San Francisco, CA 94102

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee DRAFT MINUTES
Wednesday, September 21, 2005
25 Van Ness, Room 710 (7th Floor)
3:30-5:30 p.m

Committee Members Present: Wilfredo Ortiz (co-chair); Brian DiCrocco
Committee Members Absent: Lara Salle (resigned); Robert Oropeza; Clarence Smelcer; Elyse Graham; Kim Pickens; Raymond Banks; Darnell Durio
Other Council Members Present: none
Council Support Present: Skot Jonz; Wilhelmina Parker, Richard Bargetto
Others Present: Dean Goodwin

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1. Welcome & Introductions
Co-Chair Ortiz called the meeting to order at 3:45 pm.

2. Review/Approve Agenda
Without quorum, the agenda was not approved. The meeting proceeded with the current agenda.

3. Review/Approve Minutes
Minutes from July 13, July 25 and August 10, 2005
Without quorum, the minutes of July 13, July 25, and August 10 were not approved.

4. Announcements
No announcements.

5. Public Comment
No public comment.

6. SRO Report
An in-depth discussion of the SRO Report will be deferred to the September COA Committee meeting.
No SRO Report.

7. Prevention with Positives Report
No Prevention with Positives Report.

8. HOPWA Loan Committee Report
CM DiCrocco provided an update on the HOPWA Loan Committee activities, an extension for money for the Housing Authority and Catholic Charities. There will be twenty new housing slots this year. Although CM DiCrocco will no longer be a standing member of the COA Committee, he will still report to this committee when there is information from the HOPWA Loan Committee. If he is unavailable, CM Thomas will be able to report as she is also a HOPWA Loan Committee representative.

9. Advocacy Project Report
Council Support, Richard Bargetto provided the monthly report from the Consumer Rights Advocacy Project. His report was distributed to committee members (document on file at Council Support Offices).

10. Community Forum Request From Comprehensive Plan Working Group Discussion
The Committee will discuss the request from the Comprehensive Plan Working Group to hold a community forum.
This item removed from the agenda, as the Comprehensive Plan Working Group recently decided there was insufficient time for organizing a community forum on this issue.

11. Planning Future Activities
The Committee will discuss issues with regard to planning future activities, including:
• Community meeting Nov 8th in Bayview
Council Support pointed out that the actual scheduled date for this is Wednesday, November 9 for the Bayview community meeting. Co-chair Ortiz expressed concern about the future of this committee with lack of attendance by the other co-chair (Pickens) and other members. There are also new Council Members who may be voted in at the September Council meeting who may be available for membership in COA, but it is unsure whether they will choose COA committee.

Committee discussed that the change in date and time could be attributed to the lack of attendance at the current meeting.

ACTION: Council Support will contact members for COA Committee as of October regarding their attendance intentions.

Committee discussed the logistics around the Bayview Community Meeting for November.
CM DiCrocco brought up the issue of public transportation, and committee discussed.

Co-Chair asked Council Support to contact the Opera House regarding scheduling, and how much they charge.

ACTION: Council support to contact the Opera House regarding scheduling a meeting for November 9, 2005 from 5:30-7:30, and determine the charge. If they are not available, St. Paul Church may also be available and less expensive on 3rd Street. Another option would be the Southeast Health Clinic; if no space available there, be sure to advertise there. Council Support to locate a location and notify Co-Chair Ortiz and other committee members as soon as possible.

There was some discussion about having the event at a specific CARE-funded service provider which can cause some issues.

ACTION: Council support to modify the flyer used for the transgender community meeting with appropriate information, dates, and times and distribute accordingly.

Committee discussed other places and people to contact regarding the event. Council Support, Wilhelmina Parker noted.

Committee discussed the issue with regard to having food at the community meeting.

ACTION: Council Support to report on the budget for food purchases for Community Meetings.

12. Council Policy & Procedure Table of Contents
Council Support will review with the Committee draft documents for inclusion in the Council Policy & Procedure Table of Contents. The Committee will discuss changes as necessary.

• Statement of Values
Committee reviewed this draft statement of values. There were no disagreements and it was approved for inclusion in the policy and procedure manual.

• Consumer Input and Development of Community Fora
Committee reviewed the draft Consumer Input and Development of Community Fora Policy. Committee discussed some need to elaborate on one item, but no changes were recommended changes. The policy was approved for inclusion in the policy and procedure manual.

• Provider Input
Committee reviewed the draft Provider Input policy. There were no recommended changes. The policy was approved for inclusion in the policy and procedure manual.

• Community Outreach

Committee reviewed the draft Community Outreach policy. Committee discussed the need for clarification between Community forums and community meetings. Committee discussed that the community meetings have been more like forums. Council Support to make modifications to this policy.

ACTION: Council Support to redraft the Community Outreach Policy incorporating the suggested modifications and return to committee in October.
• Consumer Rights and Responsibilities
Committee reviewed the draft Consumer Rights and Responsibilities policy. Committee discussed that there needs to be something added regarding providing assistance for those with disabilities, needing translation or interpretation services.

ACTION: Council Support to redraft the Consumer Rights and Responsibilities policy incorporating the suggested modifications and return to committee in October.
• Street Outreach/ Limitations on what Outreach Council Members Can Do
Council Support, Wilhelmina Parker discussed why this was on the agenda. Committee discussed whether it needs to be spelled out more clearly in a written policy. Where is the line drawn with regard to collaborating with certain agencies, potential conflicts, and other matters? For instance, is Needle Exchange Program an appropriate area to do street outreach? Group agreed that this issue needs further discussion. Committee discussed whether this matter could be incorporated into the Community Outreach policy. Letter writing is another aspect of this issue.

Co-Chair Ortiz commented that this discussion should continue with more people present.

Council Support Parker pointed committee members to the evaluation from the Transgender Community Meeting. Committee discussed briefly.

CM DiCrocco, who will be moving to Membership Committee, discussed that COA and Membership committees should work together.

13. Next Meeting Date and Agenda Items
Wednesday, October 12, 2005 form 5:30-7:30 p.m.

Other agenda items:

ACTION: Include "Street Outreach/Limitations on what Outreach Council Members Can Do as an agenda item for the October COA meeting.
Review/Approval of Minutes – July 13, July 25, August 10, and September 21, 2005
Welcome new members to Committee
Election of Committee Co-Chairs
Update on Community Meeting – Review Flyer Distribution and Location
Review redraft of Committee policies for P&P Manual

14. Adjourned. C0-Chair Ortiz adjourned the meeting at 4:38 p.m.

Community Outreach & Advocacy Committee Mission Statement: To ensure that the voice of the community and consumers are part of the work of the Council. The committee will ensure that consumers and other community members have the opportunity to give input to the Council, be educated on the issues that affect the HIV/AIDS community, and are empowered to be a voice for the needs of the HIV/AIDS community that can affect positive change and ensure public policies that enhance the lives of people living with HIV/AIDS.

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Membership Committee | Planning Committee | Steering Committee

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee Agenda
Wednesday, October 12, 2005
25 Van Ness, Room 330A
5:30-7:30 p.m.

Item	Presenter	Time
1. **Welcome & Introductions**	Wilfredo Ortiz	5:30
2. **Review/Approve Agenda**	Wilfredo Ortiz	5:33
3. **Review/Approve Minutes** *Minutes from July 13, July 25, August 10, and September 21, 2005*	Wilfredo Ortiz	5:35
4. **Announcements** *Welcome new Committee member Devin Anderson*	Wilfredo Ortiz	5:37
5. **Public Comment**	Wilfredo Ortiz	5:40
6. **Open Committee Co-Chair Nominations – VOTE** *Co-Chair Ortiz will open co-chair nominations, and the committee will vote on new Committee Co-Chairs.*	Group	5:45
7. **SRO Report** *An in-depth discussion of the SRO Report will be deferred to the September COA Committee meeting.*	TBA	5:55
8. **Prevention with Positives Report**	TBA	6:00
9. **HOPWA Loan Committee Report**	TBA	6:05
10. **Advocacy Project Report** *The Committee will receive the monthly report from the Consumer Rights Advocacy Project.*	Richard Bargetto	6:10
11. **Update on Community Meeting in the Bayview District** *The Committee will review and discuss progress on the flyer, distribution information, and location for the meeting*	Wilfredo Ortiz/ Council Support	6:15
12. **Council Policy & Procedure Table of Contents** *Council Support will review with the remaining Committee draft documents for inclusion in the Council Policy & Procedure Table of Contents. The Committee will review modifications to policies discussed at the last meeting on the following policies:* • *Community Outreach* • *Consumer Rights and Responsibilities* • *Street Outreach/ Limitations on what Outreach Council Members Can Do (incorporated into Community Outreach policy?)*	Council Support Group	7:00
13. **Next Meeting Date and Agenda Items** *Wednesday, November 9, 2005 from 5:30-7:30 p.m.*	Wilfredo Ortiz	7:25
14. **Adjourned**	Wilfredo Ortiz	7:30

Mission Statement: *To ensure that the voice of the community and consumers are part of the work of the Council. The committee will ensure that consumers and other community members have the opportunity to give input to the Council, be educated on the issues that affect the HIV/AIDS community, and are empowered to be a voice for the needs of the HIV/AIDS community that can affect positive change and ensure public policies that enhance the lives of people living with HIV/AIDS.*

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HIV Health Services Planning Council
730 Polk Street San Francisco, CA 94109
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San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 5th floor, San Francisco, CA 94102

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee Agenda
Wednesday, October 12, 2005
25 Van Ness, Room 330A
5:30-7:30 p.m.

Item	Presenter	Time
1. **Welcome & Introductions**	Wilfredo Ortiz	5:30
2. **Review/Approve Agenda**	Wilfredo Ortiz	5:33
3. **Review/Approve Minutes** *Minutes from July 13, July 25, August 10, and September 21, 2005*	Wilfredo Ortiz	5:35
4. **Announcements** *Welcome new Committee member Devin Anderson*	Wilfredo Ortiz	5:37
5. **Public Comment**	Wilfredo Ortiz	5:40
6. **Open Committee Co-Chair Nominations – VOTE** *Co-Chair Ortiz will open co-chair nominations, and the committee will vote on new Committee Co-Chairs.*	Group	5:45
7. **SRO Report** *An in-depth discussion of the SRO Report will be deferred to the September COA Committee meeting.*	TBA	5:55
8. **Prevention with Positives Report**	TBA	6:00
9. **HOPWA Loan Committee Report**	TBA	6:05
10. **Advocacy Project Report** *The Committee will receive the monthly report from the Consumer Rights Advocacy Project.*	Richard Bargetto	6:10
11. **Update on Community Meeting in the Bayview District** *The Committee will review and discuss progress on the flyer, distribution information, and location for the meeting*	Wilfredo Ortiz/ Council Support	6:15
12. **Council Policy & Procedure Table of Contents** *Council Support will review with the remaining Committee draft documents for inclusion in the Council Policy & Procedure Table of Contents. The Committee will review modifications to policies discussed at the last meeting on the following policies:* • *Community Outreach* • *Consumer Rights and Responsibilities* • *Street Outreach/ Limitations on what Outreach Council Members Can Do (incorporated into Community Outreach policy?)*	Council Support Group	7:00
13. **Next Meeting Date and Agenda Items** *Wednesday, November 9, 2005 from 5:30-7:30 p.m.*	Wilfredo Ortiz	7:25
14. **Adjourned**	Wilfredo Ortiz	7:30

Mission Statement: *To ensure that the voice of the community and consumers are part of the work of the Council. The committee will ensure that consumers and other community members have the opportunity to give input to the Council, be educated on the issues that affect the HIV/AIDS community, and are empowered to be a voice for the needs of the HIV/AIDS community that can affect positive change and ensure public policies that enhance the lives of people living with HIV/AIDS.*

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HIV Health Services Planning Council
www.sfcarecouncil.org
Community Outreach & Advocacy Committee
BAYVIEW Community Meeting Agenda
Wednesday, November 9, 2005
Southeast Health Center
2401 Keith Street @Armstrong
3:00-5:00 pm

Community Outreach & Advocacy Committee Mission Statement: To ensure that the voice of the community and consumers are part of the work of the Council. The committee will ensure that consumers and other community members have the opportunity to give input to the Council, be educated on the issues that affect the HIV/AIDS community, and are empowered to be a voice for the needs of the HIV/AIDS community that can affect positive change and ensure public policies that enhance the lives of people living with HIV/AIDS.

Item	Presenter	Time
1. **Greeting & Refreshments**	Council Members	3:00
2. **Welcome & Introductions**	Committee Co-chairs Wilfredo Ortiz & Devin Anderson	3:10
3. **Open Discussion** *An open discussion on HIV services, upcoming changes in services and client needs, particularly those of the Bayview community. Neighborhood service providers, if present, will have an opportunity to discuss their services.*	Wilfredo Ortiz	3:15
4. **Explanation of Community Outreach & Advocacy Committee and the HIV Health Services Planning Council** *Basic explanation of purpose to this committee, our working groups and the Advocacy Project. Short explanation of the reasons why the Council exists and what we do.*	Wilfredo Ortiz & Richard Bargetto	4:15
5. **Future HIV Services Funding** *Explain CARE Act reauthorization process.* *Where we are.*	Jack Newby	4:30
6. **Practical Tips for Advocacy: Let's write our Congressional Representative**	Jack Newby	4:40
7. **Thank You- Evaluation** *Thank members of the community for attending and encourage their future participation in our community processes (attending Council meetings, Council membership and/or other HIV advocacy).*	Wilfredo Ortiz Devin Anderson	4:45

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HIV Health Services Planning Council
www.sfcarecouncil.org
Community Outreach & Advocacy Committee
BAYVIEW Community Meeting DRAFT NOTES
Wednesday, November 9, 2005
Southeast Health Center
2401 Keith Street @Armstrong
3:00-5:00 pm

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Committee Members Present: Wilfredo Ortiz (co-chair); Devin Anderson (co-chair)
Committee Members Absent: Darnell Durio, Kim Pickens, Robert Oropeza
Other Council Members Present: Ayisha Benham; Ken Pearce; Dorothy Kleffner; Walter Miller
Council Support Present: Jack Newby, Richard Bargetto, Skot Jonz
Others Present: Service Providers: Sarah (ALRP); Gwen Smith (SE Health Center); Dr. Dan Wlodarczyk (SE Health Center); Tracy, RN at SE Health Center; Abner Bowes of Westside Community Mental Health; 2 representatives from Black Coalition on AIDS; 2 representatives from Legal Services for Children; Dean Goodwin; Marshia Herring; Michelle Long (HIV Health Services – AIDS Office); 2 members of the public
(26 total in attendance).

Item 1. Greeting & Refreshments

The Committee was greeted by Dr. Dan Wlodarczyk and Gwen Smith of the Southeast Health Center. Refreshments were made available to those in attendance.

2. Welcome & Introductions
Co-Chair Ortiz called the meeting to order and welcomed everyone. Those present introduced themselves.

3. Open Discussion
An open discussion on HIV services, upcoming changes in services and client needs, particularly those of the Bayview community. Neighborhood service providers, if present, will have an opportunity to discuss their services.

Co-Chair Ortiz opened the meeting for discussion.

Mr. Bowes from Westside Community Mental Health discussed the new SE Bayview COE facility and that there have been efforts to collaborate with other agencies, including Black Coalition on AIDS, Positive Health Project; and others. The discussed the goal of the COE, to work with individuals and families with HIV/AIDS to connect with primary care for African American males and females. He

discussed collaborative efforts with the Maxine Hall Health Center and the care coordination, intensive case management, brokerage of services and linkages to services, and building a model that helps individuals pursue a healthy lifestyle and to connect with community support. He discussed that there will be wrap-around services with an extensive marketing campaign, easy access, long-term access, breakdown of barriers, and flexible funds to address needs of clients.

A representative from Black Coalition on AIDS discussed that they will be holding an event on World AIDS Day, and discussed various services available for education and support. He asked if there were any questions. One person asked how BCA is funded. The response was that BCA is funded mostly by city and federal funds, with 20% private funding.

Dr. Dan Wlodarczyk discussed that he has been the Medical Director at SE Health Center for more than 20 years. He discussed the history of the clinic. His main question to the group was why there was not more of a presence from the community. He discussed that it is difficult to get people to come to the events to talk about HIV. Many people are not open about their diagnosis/status because of the taboo or stigma around HIV. Dr. Dan stated that he is excited about the COE, which will make available more support and counseling, and make it possible to discover those HIV+ people who are out of care.

In the Bayview, regarding HIV, it is difficult to get people to keep taking their medications and keep their appointments. He discussed the critical issue of late presenters. He added that there is additional difficulty of hiring and retaining qualified staff, especially when there is a hiring freeze in effect. He discussed that he is not sure how great the need is, but believes many people are not getting any care, or the level of care that they need.

Representative from SE Partnership for Health discussed the lack of education and the need to link services, the population is more relational. The motivation for positive behavior is related to a person they can trust and feel comfortable with. He added the SE area of the City contains a non-traditional population troubled with substance abuse, mental health issues, and legal matters including incarceration. All of these activities translate into risky behaviors leading to HIV infection.

Dr. Dan Wlodarczyk added that he feels the area has been neglected for a long time. Other parts of the City have better and more services. He added that this neighborhood is plagued with crack and heroin, and less speed than others parts of City. He discussed that incarcerated individuals may get health care and medication while in jail/prison but upon release everything falls apart. There needs to be some transitional services to keep people in care.

Representative from Black Coalition on AIDS discussed that there are three major housing projects in the Bayview and few service providers spend much time there. He suggested that to turn around this epidemic it is necessary to go to the people with what they need. In addition to the concerns of HIV, there is a great need to discuss the violence, diabetes, housing, and other matters.

Andre Roberts of BCA mentioned that he sits on the HIV Prevention Planning Council as a community liaison, to look at Bayview and Visitacion Valley. He discussed that HIV and other health issues are not even on the radar because there are other issues that are too important. He stated that if you really want to serve the folks there, you need to go where they are at, because many do not travel far from their home; and many people spend their entire lives confined to a very small geographical area rarely traveling outside. He expressed the need to hire residents of the neighborhood to work in the service providers.

Someone asked if the churches in the neighborhood are involved.
A member of the public responded negatively, and discussed how there are problems with churches getting involved.

Representative from BCA mentioned that there is information and literature in about 10 churches, and stated that this is a big step. He emphasized vigilance in changing the mindsets in church, and it is certainly not where it needs to be.

Member of Public stated that her pastor will not talk about AIDS, and that there is a stigma, especially among women. She discussed the difficulty in finding a women's support group.

Others suggested a Thursday night support group at BCA or Glide church, or Jones United Methodist.

Ronald Gutierrez from Legal Services for Children discussed their Hope Project and permanency planning for children, and caregiver with children who are HIV+. He discussed their support groups available for children in preschool, middle school, and high school, as well as a parents group. He discussed that the current population does not seem to have the same interest in HIV or support groups, and believes many families need services in primary care and housing. He discussed that there is a level of apathy and it is difficult to get people involved.

Representative from BCA suggested that there have been too many promises made that have been broken. The people are disenfranchised, and the community feels they have no power, and they do not expect to receive anything. He added that people are afraid to out themselves because of the stigma, and this is intertwined with other issues, such as food, clothing, housing, violence.
The fear and stigma of being seen in a HIV clinic contributes to many undiagnosed cases in the Bayview.

There was discussion that support groups would be helpful but there are no funds for this.

Someone indicated that they had facilitated a support group for four years without ever receiving any funds and asked why money was needed for a support group and whether people who needed it could just gather and create their own support group.

It was discussed that funds are needed to help the oppressed and depressed members of the community. The community has no reason to be hopeful. It was added that money is needed for childcare, transportation, food, room rental, advertising, and other expenses of organizing and maintaining a support group.

Member of Public discussed that she feels people just won't come, whether there is funding or not. Many people are not aware of the services available. She discussed that with or without a support group it is the responsibility of individuals to check up on each other on a daily basis, and not wait for a support group meeting.

Someone discussed that it is not necessarily about having a support group, but having "structure" in individual lives throughout the day. There needs to be a social network to attend meetings and a sense of community to feel comfortable.

Sarah, staff attorney from AIDS Legal Referral Panel (ALRP), discussed the legal services provided by her agency and mentioned that they provide assistance for civil legal matters (not criminal) with the use of 400 volunteer attorneys. She expressed that ALRP wants to be accessible to the Bayview

Community.

CM Kleffner discussed her participation in WORLD, a women's group that discusses HIV issues. Member of Public discussed that many African American women will not go to WORLD because they are too afraid to talk about AIDS, and additionally women do not like to go to a specific AIDS building.

Dr. Dan and Gwen Smith discussed that Southeast Health Center is an all-purpose clinic, .including psychiatric and health needs from prenatal to geriatric., and it is not a specialized HIV clinic.

Representative from BCA discussed that in order to end the stigma, people need to stand up.

Question regarding the COE structure and what is the point of entry? The response was that there are multiple points of entry, and that the advertising and marketing is not out yet, but there will be contacts at SFGH and other providers who will refer through care coordinators.

CM Kleffner asked about the issue regarding child care and how much of a need there is for child care.

There was discussion that children may be neglected, and infected parents may not have custody of their children. There are both male and female parents infected, and childcare is definitely a concern.

Someone stated that this issue is compounded by the fact that taxis will not come to that area of the City.

CM Ortiz discussed the safety issue and violence being discussed are not necessarily the purview of the Planning Council, and asked how the organizations in the neighborhood are working with the Mayor, and what is being done to address these issues?

Someone addressed the question by stated that there are a few small groups dong some work separately, but not a coordinated effort. He added there are no resources to solve this issue and it is like "gnats hitting the side of an elephant."

Comment: Someone dies from gunshots every day in San Francisco. During Halloween weekend, there were 11 shootings and 6 deaths.

Comment: There is an inability in the community to work and collaborate with the police in solving crimes. There needs to be more violence prevention programs, housing, employment, community development.

Comment: The solution needs to come from the community, not outside or from downtown. The people here are oppressed and depressed. After so many years of being oppressed and depressed and the long-term violence, the residents of the Bayview do not have the energy to fight the current environment.

Public Comment: Asked "What is the plan?" He added that it was great that all these people were meeting here to discuss these issues, but was concerned about what would occur next after this meeting. He asked why people in the room didn't already know each other. He expressed concern about how to solve problems in the neighborhood and it discussed how it is "touch-and-go" each day whether you will survive. He added that people talk about it, but nothing ever gets done. and he would like to see changes made. He added that he doesn't have the answer, but knows that there is a need to get something done.

Tracy, a nurse at Southeast Health Center added that she also lives in the neighborhood, attends a local church, and attends meetings related to solving the violence. She expressed that there is a need to do more outreach. She discussed how some people NEVER leave the housing project because of fear of violence.

Comment: What will be done about HIV and violence?

CM Pearce added that the Bayview has been disproportionately given a large amount of money to service providers in that neighborhood. The work has already been done, and the money has been given. He stated that the Council Members are now here, listening to what else needs to be done.

CM Miller added that the Council will continue to defend the issue of keeping funds in Bayview and will justify and protect the money in the Bayview.

Comment: Suggested that there needs to be regular meetings in the Bayview to hear different voices. People want to be heard. He added that the Health Commission got blasted because they had never been to the neighborhood in 30 years. There is a need to GO TO the projects and hear the voices. This includes not only the subcommittee, but perhaps the Full Council should meet there.

Co-chair Ortiz added that the COA Committee has the mandate to go to the various communities in the entire 3-county EMA, and reviewed the other meetings that have been held to focus on the Asian-Pacific Islander community, the Hispanic community, and the transgender community, among others. He added that the Committee will return to the Bayview. He added that this meeting is very similar in attendance to the other meetings.

Comment: Feels like denial is as big or bigger problem than HIV itself. He added that no matter how much money is allocated, it is inadequate.

CM Pearce commented that he sits on both the CARE and Prevention Councils, and mentioned that Gwen Smith of SE Health Center also sits on the Prevention Council. He repeated that a disproportionately large amount of money has been allocated to this community, and an effort has been made to get people into care. He added that the two Councils DO care, but with limited funds it is necessary to take away from other areas of the city in order to accomplish this. Those areas of the City being cut in funding naturally want to hear justification about why so much is being spent on the Bayview, especially if people are not accessing the care. He concluded that the Council members are here today to find out what more can be done.

4. Explanation of Community Outreach & Advocacy Committee and the HIV Health Services Planning Council
Basic explanation of purpose to this committee, our working groups and the Advocacy Project. Short explanation of the reasons why the Council exists and what we do.

5. Future HIV Services Funding
Explain CARE Act reauthorization process.
Where we are.
Jack Newby, Council Director, discussed that he has learned a lot today and served to open his eyes to the issues and struggles affecting the neighborhood. He discussed in detail the funding issues and the pending reauthorization of the CARE Act and discussed the various Titles of the CARE Act.
6. Practical Tips for Advocacy: Let's write our Congressional Representative
Jack Newby discussed practical tips for advocacy and encouraged people to contact their elected

representatives. He provided several poignant examples of the impact of a phone call or letter can have.

7. Thank You- Evaluation

Thank members of the community for attending and encourage their future participation in our community processes (attending Council meetings, Council membership and/or other HIV advocacy).

Gwen Smith added that she has been at the Southeast Health Center for 14 years working with Dr. Dan. She stated that she was angry that 20 years into the epidemic there was no funding to this area of the city. That is why she joined the Prevention Council and thanked the CARE Council for finally directing funds to the COE.

Co-Chair Anderson thanked everyone for attending and encouraged people to apply for membership to the Council.

CM Kleffner thanked everyone for attending and for the valuable feedback and information, which will aid the Council in continuing funds to this area and the different issues of concern.

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee DRAFT Agenda
Wednesday, December 14, 2005
25 Van Ness, Room 330B
5:30-7:30 p.m.

Item	Presenter	Time
1. **Welcome & Introductions**	Wilfredo Ortiz	5:30
2. **Review/Approve Agenda**	Wilfredo Ortiz	5:33
3. **Review/Approve Minutes** *Minutes from October 12, 2005 and November 9, 2005*	Wilfredo Ortiz	5:35
4. **Announcements**	Wilfredo Ortiz	5:37
5. **Public Comment**	Wilfredo Ortiz	5:40
6. **Steering Committee Update** *The Committee will review the latest activities of the Steering Committee.*	Wilfredo Ortiz	5:45
7. **Status of COA Committee** *The Committee will discuss the status of membership on the COA Committee, and review actions of the Membership Committee to address attendance concerns.*	Wilfredo Ortiz	5:50
8. **SRO Report**	Charles Siron	6:20
9. **Prevention with Positives Report**	TBA	6:25
10. **HOPWA Loan Committee Report**	Brian Di Crocco	6:30
11. **Advocacy Project Report** *The Committee will receive the monthly report from the Consumer Rights Advocacy Project.*	Richard Bargetto	6:35
12. **Community Meeting in the Bayview District** *The Committee will review and discuss the Bayview Community Meeting and identify any actions or follow-up. Results of evaluations will be available for review.*	Wilfredo Ortiz	6:45
13. **COA Committee Policies & Procedures -VOTE** *Committee will review policies and procedures reviewed by I&P and consider approval of the revised polices and whether to forward to Steering for a review.*	Council Support	7:15
14. **Next Meeting Date and Agenda Items** *Wednesday, January 11, 2005 from 5:30-7:30 p.m. Committee co-chairs will identify potential agenda items.*	Wilfredo Ortiz	7:25
15. **Adjourned**	Wilfredo Ortiz	7:30

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25 Van Ness Avenue, 5th floor, San Francisco, CA 94102

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee DRAFT MINUTES
Wednesday, December 14, 2005
25 Van Ness, Room 330B
5:30-7:30 p.m.

Committee Members Present: Wilfredo Ortiz (co-chair); Devin Anderson (co-chair); Ken Pearce; Wade Flores
Committee Members Absent: Darnell Durio, Robert Oropeza (leave of absence); Kim Pickens
Other Council Members Present: None
Others Present: Dean Goodwin
Council Support Present: Richard Bargetto; Skot Jonz

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1. Welcome & Introductions

Co-Chair Ortiz called the meeting to order.

2. Review/Approve Agenda

Committee reviewed that agenda and it was approved by consensus.

3. Review/Approve Minutes
Committee reviewed the minutes from October 12, 2005 and November 9, 2005. There were no objections or corrections and the minutes were approved by consensus.

4. Announcements
No announcements.

5. Public Comment
No public comment.

6. Steering Committee Update
CM Siron provided an update on the latest activities and discussions of the Steering Committee.

7. Status of COA Committee
Committee discussed the status of membership on the COA Committee and reviewed actions of the Membership Committee to address attendance concerns.

CM Pearce announced details regarding Membership Committee decision to move him temporarily to this committee for quorum purposes. Committee discussed the status of other members. CM Flores has officially joined COA as his home committee. It was discussed that several of the new Council Members may be directed to this committee. Committee also discussed that Membership Committee has temporarily suspended CM Durio until there is more clarity on his whereabouts and whether he has (un)officially resigned from the Council. Regarding CM Pickens there is no information regarding her intentions, but Council Support is investigating the matter and will follow-up with Committee.

Committee expressed thanks to CM Pearce for his efforts to assist the COA Committee with its attendance issues.

8. SRO Report
CM Siron provided the SRO Report. He explained that it stands for Single-Room-Occupancy Task Force that deals with issues not in compliance with City ordinances. He attended the October SRO Meeting. No meeting in November because of dealing with Kartina refugees. Beginning January 2006, the SRO Task Force will meet every other month. CM Siron reviewed the work being done with regard to the sprinkler issue in SRO hotels. CM Siron will make available the latest report to those who are interested. CM Siron provided some background on the issue regarding mailboxes,

and the lack thereof, at SROs.
Committee discussed and asked questions of CM Siron regarding the SRO Task Force.
CM Ortiz asked about the scope of influence, and what is the role of the Council, and why does CM Siron need to report to this committee.
CM Siron provided a little history. The CARE Council became aware that there was no representation for people living in SROs, and at the time most of these residents were unaware of the Advocacy Project. The CARE Council desired more visibility around City Agencies, and sought a seat on the SRO Task Force that is spearheaded by the City Supervisors.
CM Pearce added that clarification.
CM Ortiz requested further information on who is representing whom.
Residents of SRO with HIV who have complaints are referred to the Advocacy Project.
CM Siron indicated that he has asked for information regarding statistics of how many people with HIV are living in SROs.
CM Pearce suggested to officially request these numbers regarding how many people with HIV are living in SROs.
Richard Bargetto clarified that a community forum provided information on the condition of people living in SROs who asked the Council what was going to be done about it. He followed up that there are no CARE dollars used for SROs. When Richard receives a complaint, the SRO has their own grievance procedures.
Dean Goodwin stated that there may be some CARE dollars going to SROs but not a significant amount.
CM Anderson asked if it is possible to ask for this information.
Committee officially asked for CM Siron to obtain this information about the number of people living in SROs, as well as how much CARE dollars go to this. CM Siron agreed to follow up on this and report back to Committee in January or when he has the information available.

Committee discussed how this relates to the Housing Work Group and its work for developing a policy for temporary or short-term housing being housed (sometimes with CARE dollars) for extended periods of time.

9. **Prevention with Positives Report**
CM Pearce presented a brief history of the PWP Committee. He indicated that this was a first step of collaboration between the two Councils (Planning and Prevention). He explained that the report spells out how Prevention should put out its message of prevention to the HIV-positive population in a wholistic manner.
Council Support indicated that this will be an agenda item at the Steering Committee Retreat in January.
Co-Chair Anderson reported that he has joined HPPC and can be available to join the PWP Committee and deliver the monthly report if necessary.
Committee discussed.

10. **HOPWA Loan Committee Report**
CM DiCrocco was not available to provide a HOPWA Loan Committee Report.
Co-Chair Ortiz indicated that CM DiCrocco is working full time and may not be available. Co-Chair Ortiz to follow-up at the Full Council meeting next week to determine if CM Thomas or CM DiCrocco could forward the report to Council Support
ACTION: Council Support to follow-up with CM Thomas regarding her availability to give a presentation to COA Committee and a mechanism for reporting to committee.

11. **Advocacy Project Report**
The Committee will receive the monthly report from the Consumer Rights Advocacy Project.
Richard Bargetto provided the monthly report from the Consumer Rights Advocacy Project. He discussed how there was an issue with regard to reporting agency names in his report and this is in conflict with the Council policy of not being agency-specific. He explained that originally the PWP Caucus had asked for this information, and he is able to prepare the report in anyway this committee prefers. He explained the position of the Council Director. Benign issues can disclose the agency, but other matters regarding sexual harassment or similar cases should not disclose the agency.

CM Anderson responded that he prefers to have the agency name, but there is a problem with

perception.
Richard indicated that these are simply accusations, and that could unduly harm the image of an agency.
CM Pearce suggested that the year-end report from the Advocacy Project could identify certain agencies that have numerous grievances.
Committee discussed the need to be sure that the Council is not violating any HRSA requirements by disclosing agency names. Red-button issues can be the exception.
Committee discussed whether this policy was violating any Council bylaws.
Committee advised Richard to continue preparing his monthly Advocacy Project report as he has been doing.
Committee discussed how to develop more detailed contract language and work with the AIDS Office that could give the Advocate more authority to pursue resolution of grievances.
Committee discussed that all CARE-funded agencies must post their grievance policy and procedures and provide a copy of this to all new clients upon intake and make it available to clients upon request.
CM Flores asked when COA Committee gets involved.
Committee discussed that the first step should be to follow the agency grievance policy, approach the Advocacy Project, then the COA Committee, then the Full Council, rather than going to the Full Council at the beginning.
Committee discussed how to make these grievance forms universal throughout the EMA, and CM Flores agreed to pursue attempting to get Marin County agencies to adopt similar forms.
ACTION: COA Committee requests for Richard to follow up with Council Director to ensure that there are no bylaws or policy violations with regard to disclosing agency names in the monthly Advocacy Project Report.

12. **Community Meeting in the Bayview District**
Committee reviewed and discussed the Bayview Community Meeting. Co-Chair Ortiz indicated that this was the strongest of the Community Meetings and believes it worked out well. He would like to set up future meetings using this same model.

Committee discussed where to go next and what months to meet in which communities.

CM Anderson suggested having more community meetings in the Bayview.
CM Pearce added that it would be helpful to have more accurate information on the statistics of the number of HIV-positive clients in the Bayview, and also get information about how the CoEs are operating.
Committee discussed that it would be helpful to have more accurate information from Reggie and the AIDS Office.
CM Pearce suggested having Community Meetings in March, July, and November. At that time more data will be in about the CoEs.

ACTION: Council Support to identify specific dates for these months and prepare a schedule. November 8 will be Bayview. Another in the Tenderloin – Wednesday March 8. The Committee will decide a community to target for the July 12 meeting.

Committee asked to have presentations of data prior to the Bayview Meeting.
Committee discussed hitting the young people or youth groups in the July meeting.
Committee agreed to work with Council Support to identify a location to meet in the Tenderloin for the March Community Meeting.

13. **COA Committee Policies & Procedures -VOTE**
Committee will review policies and procedures reviewed by I&P and consider approval of the revised polices and whether to forward to Steering for a review.
Committee discussed that these policies are being reviewed by I&P and will be returned to COA in January and then on to Steering.

14. **Next Meeting Date and Agenda Items**

Wednesday, January 11, 2006 from 5:30-7:30 p.m. Committee co-chairs will identify potential agenda items.

Agenda items:
Discussion of Community Forums, developing two.
Update on the March 8 community Meeting
Update on HOWPA Loan Committee
Update on Committee members.

15. Adjourned

Co-Chair Ortiz adjourned the meeting at 6:35 p.m.

Mission Statement: *To ensure that the voice of the community and consumers are part of the work of the Council. The committee will ensure that consumers and other community members have the opportunity to give input to the Council, be educated on the issues that affect the HIV/AIDS community, and are empowered to be a voice for the needs of the HIV/AIDS community that can affect positive change and ensure public policies that enhance the lives of people living with HIV/AIDS.*

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee DRAFT Agenda
Wednesday, January 11, 2006
25 Van Ness, Room 330B
5:30-7:30pm

1. **Welcome & Introductions**	Devin Anderson	5:30
2. **Review/Approve Agenda**	Wilfredo Ortiz	5:33
3. **Review/Approve Minutes** *Minutes from December 14, 2005*	Wilfredo Ortiz	5:35
4. **Announcements**	Wilfredo Ortiz	5:37
5. **Public Comment**	Wilfredo Ortiz	5:40
6. **Steering Committee Update** *The Committee will review the latest activities of the Steering Committee.*	Wilfredo Ortiz	5:45
7. **Status of COA Committee** *The Committee will discuss the status of membership on the COA Committee, and review actions of the Membership Committee to address attendance concerns.*	Wilfredo Ortiz	5:50
8. **SRO Report**	Charles Siron	6:20
9. **Prevention with Positives Report**	Billie-Jean Kanios	6:25
10. **HOPWA Loan Committee Report**	Brian Di Crocco	6:30
11. **Advocacy Project Report** *The Committee will receive the monthly report from the Consumer Rights Advocacy Project.*	Richard Bargetto	6:35
12. **COA Committee Policies & Procedures -VOTE** *Committee will review policies and procedures reviewed by I&P and consider approval of the revised polices and whether to forward to Steering for a review.*	Council Support	7:15
13. **Discussion of Community Forums** *The Committee will discuss the development of two community forums, one in the Tenderloin, Wednesday, March 8th, and another, location to be determined, for the July meeting.*	Group	7:25
14. **Next Meeting Date and Agenda Items** *Wednesday, February 8, 2005 from 5:30-7:30 p.m. Committee co-chairs will identify potential agenda items.*	Group	***
15. **Adjourned**	Wilfredo Ortiz	7:30

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee DRAFT MINUTES
Wednesday, January 11, 2006
25 Van Ness, Room 330B
5:30-7:30pm

Committee Members Present: Devin Anderson (co-chair); Wade Flores
Committee Members Absent: Wilfredo Ortiz (co-chair; excused); Robert Oropeza (LOA); Darnell Durio; Kim Pickens
Other Council Members Present: Dorothy Kleffner; Billie-Jean Kanios
Others Present: Enrique Asis
Council Support Present: Richard Bargetto, Skot Jonz

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1. **Welcome & Introductions**
Co-Chair Anderson called the meeting to order and those present introduced themselves.

2. **Review/Approve Agenda**
Without a quorum the agenda was not approved, however the meeting proceeded with the agenda as-is.
3. **Review/Approve Minutes**
Without a quorum, the minutes from December 14, 2005 were not approved. These minutes will be reviewed at the February committee meeting.
4. **Announcements**
No announcements.
5. **Public Comment**
No public comment.

6. **Steering Committee Update**
Co-Chair Anderson and CM Kanios reviewed the latest activities of the Steering Committee.

7. **Status of COA Committee**
Co-Chair Anderson began the conversation with pointing out that there is not quorum and that this committee has some issues with attendance. Co-Chair Anderson inquired with CM Kleffner regarding the appropriateness of contacting new Council Members regarding joining this committee. Committee discussed the status of membership on the COA Committee and reviewed actions of the Membership Committee to address attendance concerns. Committee discussed how HPPC deals with similar issues.

8. **SRO Report**
CM Siron was not present. He provided a message to Council Support that there was nothing to report.
9. **Prevention with Positives Report**
CM Kanios provided a PWP Report. She discussed that the working group should be a committee and that is what she is advocating for, along with collaboration with Prevention Council. She discussed the latest decisions regarding report backs among all these committees. She is seeing changes happen quickly and very excited. This issue is going to the Steering Committee Retreat. Chair from CARE side will sit on new committee, because up until now HPPC has been doing all the work and CARE has been riding in the backseat. As a CARE body, this Council needs to take a more active role deciding how prevention looks in the EMA.
CM Kanios added that the ambiguity of whether PWP is a working group or a committee needs to be clarified.

10. **HOPWA Loan Committee Report**
Council Support provided a report-back from CM Thomas who indicated that she is unavailable to provide the HOPWA Loan Committee report due to a conflict with her Board Meetings. She is willing to provide a written report. However, the Committee discussed that the meeting date and/or time may change for the COA Committee which would resolve this conflict.

The report was that the last HOPWA meeting approved two contracts for HOPWA funded services. For both of them the current agency will continue to provide the service, so there will be no changes in HOPWA services.

11. **Advocacy Project Report**

Richard Bargetto distributed the latest Advocacy Project Report for Committee review. Richard followed up on the committee request regarding the issue of noting the agency name in the reports. If it is a service-related issue the agency name can be listed. If it is a personnel or staff grievance, then the agency name will not be listed.

Additionally, this committee holds four meetings in the public and two community forums. Jack Newby had informed Richard that he wishes for this committee to be judicious in food expenses for these meetings and forums (i.e., $300-400 for forums, and $100-200 for community meetings).

Committee discussed whether there will be vouchers provided for the community forums. No firm decision was made.
CM Kanios suggested a spaghetti feed type dinner that will bring down costs. She also suggested Food Runners that provide food for non-profits at no cost.
Co-Chair Anderson indicated that this will be discussed in greater detail next month.
Richard concluded that things started out very busy this year with the Advocacy Project.
CM Flores indicated that in Marin County there is no grievance process for addressing the problems with the grievance policy. He elaborated by detailing his experience with attempting to determine the exact process. He suggested that it needs to work out where everyone benefits. He implied that clients are not aware of getting in contact with the Advocacy Project. Richard supported this by indicating that he himself had problems obtaining the grievance policy. He suggested that literacy issues, fear of retaliation, and other matters only add to the difficulty.

CM Flores and CM Kleffner elaborated on issues with regard to the Marin County food bank, especially with regard to retaliation toward clients who speak out or complain.

Co-Chair Anderson suggested making Advocacy Project brochures available to Marin County food bank clients.

Co-Chair Anderson discussed the matter regarding that Richard is a mediator and there is some discussion about getting the AIDS Office to provide Richard with more authority to actually do something about resolving grievances. Richard suggested that the contract language be amended to reflect the actual role of the Consumer Advocate.

Richard reviewed the annual monitoring of agencies to confirm that they have their grievance procedures conspicuously posted, and elaborated on the difficulty of ensuring that all 60-some agencies are in compliance.

CM Kanios added that her agency appreciates having a neutral mediator at the table to resolve grievance issues.

CM Flores stated that he would like to see everything, including grievance procedures, to be consistent throughout the EMA.

CM Kleffner indicated that she would like to receive the monthly Advocacy Project reports to be available for herself and other interested parties in Marin County.

Co-Chair Anderson indicated that he would bring this issue up at the next Steering Committee meeting.

12. COA Committee Policies & Procedures –VOTE

Without a quorum, these policies were not voted on. Since the changes were only minor grammatical changes implemented by members of I&P Committee, this committee agreed to go ahead and forward the policies above to I&P for approval and forwarding to Steering.

- Community Outreach and Advocacy Committee Statement of Values
- Consumer Input and Development of Community Fora
- Provider Input
- Community Outreach and Advocacy Committee
- Consumer Rights and Responsibilities

Other DRAFT policies that COA Committee needs to draft and finalize include:

- Policy Regarding Advocacy Project Report
- Policy Regarding Supplemental Reports to Community Outreach and Advocacy Committee

Committee agreed that the drafts of these two policies were a good start and they will be returned to COA Committee in February for further revision and vote.

ACTION: Council Support to add these two policies to February COA agenda.

- **Policy Regarding Advocacy Project Report**
- **Policy Regarding Supplemental Reports to Community Outreach and Advocacy Committee**

13. Discussion of Community Forums.

Co-Chair Anderson indicated that TARC has been approved as a location for the March Community Meeting, however there was discussion regarding moving the time up to begin at 4:30 or earlier.
Committee discussed ideas for the July 12 Community meeting and community to target.
CM Kanios suggested the senior citizen community, the aged. She suggested New Leaf.
Committee will firm up details at upcoming committee meetings regarding the meeting in July.
ACTION: ADD TO FEB AGENDA DISCUSSION OF JULY 12 COMMUNITY MEETING, and OK TO CHANGE TIME FOR MARCH 8. GO AHEAD AND SET TIME 3:30-5:30 p.m. at TARC. COUNCIL SUPPORT TO PREPARE FLYERS AND BEGIN TO DISTRIBUTE PENDING APPROVAL FROM COA COMMITTEE CO-CHAIRS.
Co-Chair Anderson reviewed and discussed the difference between Community Forums and Community meetings, and encouraged everyone to remain clear about the difference.
Dates for the forums have not yet been set.

14. Next Meeting Date and Agenda Items

Wednesday, February 8, 2005 from 5:30-7:30 p.m. Committee co-chairs will identify potential agenda items.
Committee agreed that the following items will be on next month's agenda:
-Discussion of Community Meeting for March 8.
-Discussion of Community Meeting for July 12.
-Review and revision of policies for Advocacy Project Report and Supplemental Reports
-Discussion of Community Forums, locations, and issues.
-Notice as a VOTE whether to change meeting date and time
-Review and approval of December AND January minutes

15. Adjourned

Co-Chair Anderson adjourned the meeting at 6:45 p.m.

HIV Health Services Planning Council
Community Outreach & Advocacy Committee DRAFT Agenda
Wednesday, February 8th, 2006
25 Van Ness Avenue Room 330B
5:30-7:30pm

1. **Welcome and Introductions**	Co-Chair	5:30
2. **Review/Approve Agenda**	Group	5:33
3. **Review/Approve Minutes** *Minutes from December 14, 2005 and January 11, 2006*	Group	5:35
4. **Announcements**	Group	5:37
5. **Public Comment**	Public	5:40
6. **Election of New Chair - VOTE**	Group	5:45
7. **Steering Committee Update** *The Committee will review the latest activities of the Steering Committee.*	Co-Chair	
8. **Status of COA Committee** *The Committee will discuss the status of membership on the COA Committee, and review actions of the Membership Committee to address attendance concerns.*	Co-Chair	5:50
9. **SRO Task Force Report**	Charles Siron	6:20
10. **Prevention with Positives Report**	Billie-Jean Kanios	6:25
11. **Advocacy Project Report** *The Committee will receive the monthly report from the Consumer Rights Advocacy Project and update on policy issues regarding reporting.*	Richard Bargetto	6:35
12. **COA Committee Policies & Procedures -VOTE** *Committee will review reporting policies and whether to forward them to the Infrastructure and Policy Committee for review and possible approval to forward to the Steering Committee.*	Council Support	7:00
13. **Review the January 27th Annual Retreat Discussion of the Work Plan for the Community Outreach and Advocacy Committee - VOTE** *The Committee will review discussions from the retreat about the Work Plan of the committee and develop committee work plan.*	Group	7:10
14. **Discussion of Community Forums** *The Committee will discuss the development of two community forums, in collaboration with the Planning Committee.*	Group	7:20
15. **Next Meeting Date and Agenda Items** *Committee co-chairs will identify potential agenda items. This meeting will be a* ***COMMUNITY MEETING*** *held on* ***Wednesday, March 8, 2005*** *from 5:30-7:30 pm and will be located at TARC (Tenderloin AIDS Resource Center),* 183-191 Golden Gate Avenue, San Francisco CA 94102.	Group	7:25

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HIV Health Services Planning Council
www.sfcarecouncil.org
COMMUNITY OUTREACH & ADVOCACY COMMITTEE
Tenderloin Community Meeting Agenda
Wednesday, March 8th, 2006
TARC
Tenderloin AIDS Resource Center
191Golden Gate Avenue @ Leavenworth Street
5:30-7:15 pm

COMMUNITY OUTREACH & ADVOCACY COMMITTEE MISSION STATEMENT

To ensure that the voice of the community and consumers are part of the work of the Council. The committee will ensure that consumers and other community members have the opportunity to give input to the Council, be educated on the issues that affect the HIV/AIDS community, and are empowered to be a voice for the needs of the HIV/AIDS community that can affect positive change and ensure public policies that enhance the lives of people living with HIV/AIDS.

1. Greeting & Refreshments		5:30
2. Welcome & Introductions		5:40
3. Explanation of the HIV Health Services Planning Council *Short explanation of the reasons the Council exists and what we do.*		5:50
4. Explanation of Advocacy Project *Brief discussion the Advocacy Project*	Richard Bargetto	5:55
5. Open Discussion *An open discussion on what you like or don't like about CARE funded HIV services, changes in services and client needs, particularly those of the tenderloin community*		6:10
6. Thank You *Thank members of the community for attending and encourage their future participation in our community processes (attending Council meetings, Council membership and/or other HIV advocacy).*		7:15

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

HIV Health Services Planning Council
730 Polk Street San Francisco, CA 94109
****
San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 5th floor, San Francisco, CA 94102

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HIV Health Services Planning Council

SAN FRANCISCO, SAN MATEO, MARIN COUNTIES

Community Outreach & Advocacy Committee presents:

TENDERLOIN COMMUNITY MEETING
HIV SERVICES IN SAN FRANCISCO

WHEN? Wednesday, March 8th, 2006 @ 5:30 pm
WHERE? Tenderloin AIDS Resource Center (TARC)
191 Golden Gate Avenue @ Leavenworth Street

Do you utilize HIV services in San Francisco?
We want to hear what you think!

The HIV Health Services Planning Council
(also known as the CARE Council)
invites consumer input from the Tenderloin community
to participate in our process.
Find out more about what we do and how you can get involved!

► *For more information, contact 415-674-4768* ◄

https://sfpl-exchange.sfpl.org/exchange/sfdocuments/Inbox/Community Outreach and Advocacy Community Meeting.EML/1_multipart_XF8FF_2_COMMUNITY MEETING 20060308.doc/C58EA28C-18C0-4a97-9AF2-036E93DDAFB3/COMMUNITY MEETING 20060308.doc?attach=1

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HIV Health Services Planning Council
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COMMUNITY OUTREACH & ADVOCACY COMMITTEE
Tenderloin Community Meeting DRAFT NOTES
Wednesday, March 8th, 2006
TARC (Tenderloin AIDS Resource Center)
5:30-7:15 pm

Committee Members Present: Wade Flores, Darnell Durio, Robert Oropeza, Aimee Barnes
Committee Members Absent: Devin Anderson
Other Council Members Present: Dorothy Kleffner; Joaquin Sanchez; Raymond Banks; Micke Ulate; Heriberto Quesada
Others Present: [Several Staff members from TARC]
Council Support Present: Richard Bargetto; Susan Latham; Enrique Asis; Gilda Mansour; Skot Jonz;
General Public: approximately 16

1. Greeting & Refreshments

CM Flores greeted the public in attendance and directed everyone to enjoy pizza and sodas.

2. Welcome & Introductions

CM Durio welcomed everyone.

3. Explanation of the HIV Health Services Planning Council

CM Durio provided a short explanation of the reasons the Council exists and what we do.

4. Explanation of Advocacy Project

Richard Bargetto discussed briefly the Consumer Advocacy Project and invited anyone to call him with any problems or concerns with an agency. He distributed his business card and Advocacy Project brochures to those present.

5. Open Discussion

CM Kleffner opened the meeting to discussion on what those present like or don't like about CARE-funded HIV services, changes in services and client needs, particularly those of the Tenderloin community. CM Kleffner mentioned that today is National Women's Day and would like to hear from women present on their concerns.

The following is a summary of some of the comments made by members of the public during Open Discussion:

- Comment regarding a trial study involving a liquid medication which seems to be effective, but was unsure whether he is receiving real medication or placebo
- Housing would be nice
- Rental subsidies have saved my life, to help me get off street drugs
- Would like to see more advocacy for people in detox who cannot advocate for themselves
- I need a place to live
- Housing is a great need

- Difficult to locate women's only shelters and others are unsafe
- Cannot take children to detox
- Need housing assistance after leaving treatment programs such as Walden House
- Housing after detox and treatment programs
- A video or other material providing information for loved ones to educate and reduce fear about HIV, perhaps something on cable television
- How to break the stigma about HIV and medications for HIV to the general public – suggestion was to relate it to treatment for diabetes
- More education about medications
- Help with copays for people who have no income

CM Banks inquired whether people were aware of services offered by agencies such as PRC and whether anyone had plans for returning to school or work after stabilizing their medications, health and housing.

- Staff of agencies not adequately recognized for all they do for clients
- Wish housing could be better
- Cannot maintain medication adherence when sleeping on the street because of being robbed and abused
- Harm reduction information needs to be more available on the streets, especially regarding needle exchange at Walgreen's
- Corruption in SRO's and hotels, crime and violence against residents, drug dealers payoff managers
- Need to have prevention, harm reduction and services information available at SROs and hotels
- Promote and recruit people in the community to do presentations about services and inquire about needs
- Discussion regarding difficulty obtaining regular meals

CM Kleffner reminded people present that there is no need to blame people or agencies, as HIV is only a virus. She suggested thinking about how we make our lives work better from this point on.

- Comment regarding difficulty getting stolen ID replaced without a birth certificate, and the consequence of not being able to use vouchers

Discussion of where people obtain their health care included: CPMC, Ward 86, UCSF, Tom Waddell Clinic; and "wherever I can get it." One person mentioned being scared about being turned in by the doctors for using drugs.

- City getting more dangerous, too many drugs on the streets
- Safety issues at some agencies seemed to be a concern; having weekend and extended hours at agencies would be helpful
- Activities and other things for people in recovery would be helpful
- Difficult to stay clean and sober in SROs because of the presence of drugs

6. Thank You

Eight members of the public were present when the meeting was adjourned at 7:00.

HIV Health Services Planning Council
Community Outreach & Advocacy Committee DRAFT Agenda
Wednesday, April 12th, 2006
25 Van Ness Avenue Room 330B
5:30-7:30pm

1. **Welcome and Introductions**	Co-Chair	5:30
2. **Review/Approve Agenda**	Group	5:33
3. **Review/Approve Minutes** *Minutes from December 2005, January 2006 and March 8, 2006*	Group	5:35
4. **Announcements**	Group	5:37
5. **Public Comment**	Public	5:40
6. **Election of New Chair - VOTE**	Group	5:45
7. **Steering Committee Update** *The Committee will review the latest activities of the Steering Committee.*	Group	5:50
8. **Status of COA Committee** *The Committee will discuss the status of membership on the COA Committee, and review actions of the Membership Committee to address attendance and Leave of Absence concerns.*	Group	6:00
9. **Advocacy Project Report** *The Committee will receive the monthly report from the Consumer Rights Advocacy Project and update on policy issues regarding reporting.*	Richard Bargetto	6:35
10. **Discussion of Community Forums** *The Committee will discuss the development of two community forums, in collaboration with the Planning Committee.* o *Identify site for the third or fourth week in May, suitable for targeting the Latin Community* o *Identify date and site for June forum*	Group	7:20
11. **Next Meeting Date and Agenda Items** *Committee co-chairs will identify potential agenda items. The next meeting will be on Wednesday, May 10th, 2006 at the same location.*	Group	7:25

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee DRAFT MINUTES

Wednesday, April 12, 2006
25 Van Ness, Room 330B
5:30-7:30pm

Committee Members Present: Aimee Barnes, Wade Flores, Darnell Durio, Robert Oropeza, Mike Ulate, Heriberto Quesada
Committee Members Absent: Devin Anderson (co-chair; LOA); Kim Pickens
Other Council Members Present: Dorothy Kleffner; Billie-Jean Kanios, Randy Allgaier, Kenneth Pearce, Raymond Banks
Council Support Present: Richard Bargetto, Enrique Asis, Jack Newby

1. Welcome & Introductions
Council Co-Chairs Allgaier and Kanios called the meeting to order and those present introduced themselves.

2. Review/Approve Agenda
The Agenda was approved without objection.

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3. Review/Approve Minutes
The following Minutes were approved:

- December14, 2005
- January 11, 2006
- February, 2006 with the change of moving Raymond Banks to "Other Council Members Present."
- March 8, 2006 with the word "agencies" removed in the statement attributed to Dorothy Kleffner.

4. Announcements

- Wade Flores: The Food Bank issue he has previously discussed is being reviewed by the Marin County Advisory Committee.
- Dorothy Kleffner: The Marin Advisory Committee has appointed a transgender woman to the committee.
- Co-Chairs: Randy Allgaier gave an update on the Supervisors meetings and the presentation of the needs assessment to the committee of the Health Commission
- Randy Allgaier gave an update on CARE Reauthorization
- The Co-Chairs discussed their presence at the meeting and addressing leadership issues on the COA.
- CM Pearce reminded everyone that the HPPC will be presenting the HIV consensus report by Willie McFarland at their meeting tomorrow

5. Public Comment
No public comment.

6. Election of New Chair - Vote
The Council Co-Chairs opened up the floor to the election of a new committee co-chair and the election of an interim co-chair until CM Anderson returns from leave. The committee discussed the option of an interim co-chair. CM Banks asked to be considered for the interim position. There was discussion as to whether a CM could move home committee for this purpose. It was decided to first move ahead with the election of a regular co-chair. CM Pearce nominated CM Barnes, seconded by CM Kanios. CM Banks nominated CM Oropeza, seconded by CM Kanios. There were no further nominations. The election was held by ballot. CM Barnes was elected co-chair. (Ballots for this election are contained in the meeting file in a sealed envelope in council support offices).

The committee discussed the election of an interim co-chair. It was pointed out that interim co-chair was not posted on the Agenda. The matter of election of an interim co-chair was tabled.

7. Steering Committee Update

Co-Chair Allgaier updated on the $330,000 backfill, the request for Housing TA and the new HRSA housing policy that has been submitted for review and comment.

8. Status of COA Committee
Co-Chair Barnes began the conversation with an acknowledgement of the past concerns regarding this committee and asked committee members to voice their concerns and issues. There was discussion of continuing to make consumers an integral part of the committee and council process. There was discussion of past and current committee leadership. It was noted that the co-chair on leave is a consumer. Following the discussion, the committee addressed the remaining agenda items.

8. Advocacy Project Report
Richard Bargetto reviewed the latest Advocacy Project Report for the Committee. One issue that arises is how agencies establish and inform consumers of policies and consumer concerns that they could unknowingly violate policies. Richard also advised the committee about a new change in the Reggie system. It involved removing the non-share option for consumers. There was a great deal of discussion on this issue. The matter will be placed on the Steering Agenda for discussion and review.

Richard discussed the policy issue that exists regarding his reporting of agency names in his monthly report. This policy was reviewed and rejected by I & P and was discussed at the last Steering Committee. The matter is again on the Steering Committee Agenda. It is hoped that COA and I & P can have a joint meeting to discuss and resolve the reporting issue. The COA committee remains committed to the policy that they approved.

9. Discussion of Community Forums

The committee discussed the upcoming community forums. Council Support advised that there is a date for the next forum. It is May 10th at Mission Neighborhood Health Center targeting the Latin Community. It was suggested that we have Spanish interpreters at the meeting. CM Durio

will speak with Planning Co-Chairs at Steering to determine what Planning Committee would like to see from this Forum. The Needs Assessment results will be reviewed along with the Latino focus group to determine issues to address. A sub-group will meet to plan this meeting. It will be on April 26th at 5:30 PM at a location to be determined.

Council support reported that MCC in the Castro is being contacted regarding the June Forum. Additional details will be provided as they arise.

14. Next Meeting Date and Agenda Items
The next meeting will be in conjunction with the Community Forum on May 10, 2006 at Mission Neighborhood Health Center.

Co-Chair Barnes adjourned the meeting at 7:45 PM

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HIV Health Services Planning Council
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COMMUNITY OUTREACH & ADVOCACY COMMITTEE DRAFT AGENDA

Wednesday, May 10th, 2006
5:30 to 7:30pm

Mission Neighborhood Health Center
240 Shotwell Street
2nd Floor Multipurpose Room
(16th Street and South Van Ness Avenue)
San Francisco

COMMUNITY OUTREACH & ADVOCACY COMMITTEE MISSION STATEMENT

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1. Welcome and Introductions	Council Co-chairs	5:30
2. Purpose of Meeting	Micke & Aimee	5:35
3. What We Will Be Doing Tonight	Micke & Aimee	5:40
4. Review of Advocacy Project	Richard Bargetto	5:45
5. Service Important to You Exercise	Jack Newby	5:55
6. Framing of Small Group Exercise	Don Soto	6:05
7. Meal Break		6:10
8. Small Group Exercise	Group	6:30
9. Large Group Report Back	Aimee	6:45
10. Services Important to Keep Citywide	Jack Newby	7:05
11. Review of Survey Form and Fill-Out	Aimee/Group	7:10
12. Thank You / Give-Away / Return Forms	Micke & Aimee	7:25
13. Adjourn		7:30

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Wednesday, May 10th, 2006
5:30 to 7:30pm
Mission Neighborhood Health Center
240 Shotwell Street
2nd Floor Multipurpose Room
(16th Street and South Van Ness Avenue)
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Committee Members Present:Co-Chair, Aimee Barnes, Wade Flores, Darnell Durio, ,
Committee Members Absent: Devin Anderson (Leave of Absence), Robert Oropeza
Other Council Members Present: Micke Ulate; Heriberto Quesada, Billy Jean Kanios, Donald Soto
Others Present: M. Gerardo Ramos, Joseph Northington, Dimas Manrady, Matthew Bajko (BAR), Fernado Gomez-Benitez
Council Support Present: Jack Newby, Richard Bargetto; Susan Latham; Enrique Asis; Joe Lynn;
General Public: approximately 8

1. Welcome and Introductions

At 5:44 pm, Co-Chairs Billy Jean Kanios and Donald Soto welcomed the group and told them that the Council was trying to get a better idea of how to serve the Latino community. There were eight members of the public present.

2. Purpose of Meeting

CM's Micke Ulate and Aimee Barnes said that the Council wanted to hear from the community the services that are important to the public. They also wanted to identify any barriers to accessing those services.

3. What We Will Be Doing Tonight

Mr. Ulate and Ms. Barnes then explained the nature of the evening's exercises on various types of services.

4. Review of Advocacy Project

HIV Consumer Rights Advocate Richard Bargetto explained how important it was to hear from the public on how to improve the services. His office was available to assist folks who were dissatisfied with the service they had received. He would try to help resolve any negative experience.

5. Service Important to You Exercise

On the room's wall, large sheets of paper were arranged with services identified on each sheet. Some of these services received funds while others did not. Each member of the public was then given three adhesive dots and asked to put one dot on each sheet of paper representing the three services most important to them. The results of this survey would be presented in July to the full Council.

This year, the Ryan White CARE Act will be reauthorized. The San Francisco Emergency Medical Area could suffer as high as a 25% cut, so the council may need to make difficult decisions

6. Framing of Small Group Exercise

The small group exercise would help identify the services that are important and the barriers that might exist to those services.

7. Meal Break

The group took a short break for some food.

8. Small Group Exercise

Rather than doing this exercise in a small group, it was decided to do it in one large group. The table below has the services identified on the sheet of paper and the dots the group assigned to each sheet during the exercise. It is tabulated in the order of votes received.

Service	No. of Votes
Case management	9
Health care	9
Mental health	9
Housing	7
Food	4
Benefits counseling	2
Substance abuse	2
Transportation	0
Day care	0

The group then shared their experiences with accessing services. Some expressed frustration with the amount of time it took to spend with a provider. Long lines were cited. The frustration could trigger behaviors including substance use. More energy was required to access the services. Snobbish social workers and language problems were cited. Some believed that they needed more information to access the services. Others worried that social workers were in danger of burnout.

9. Large Group Report Back

See the discussion above.

10. Services Important to Keep Citywide

See the discussion above.

11. Review of Survey Form and Fill-Out

Survey forms were then filled out and turned in.

12. Thank You / Give-Away / Return Forms

A drawing was then held with members of the public receiving food vouchers from Safeway.

13. Adjourn

The forum adjourned at 7:47 pm.

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee DRAFT Agenda
Wednesday, June 14th, 2006
25 Van Ness Avenue Room 330B
5:30-7:30pm

1. **Welcome and Introductions**	Co-Chair	5:30
2. **Review/Approve Agenda**	Group	5:33
3. **Review/Approve Minutes** *April 12, 2006 and May 10, 2006 Community Forum*	Group	5:35
4. **Announcements**	Group	5:37
5. **Public Comment**	Public	5:40
6. **Election of an Interim Co-Chair - VOTE**	Group	5:45
7. **Follow Up to Discussion of Recent Changes in the Reggie System**	Group	5:50
8. **Advocacy Project Policy Review – VOTE**	Group	6:00
9. **Advocacy Project Report** *The Committee will receive the monthly report from the Consumer Rights Advocacy Project and update on policy issues regarding reporting.*	Joe Lynn	6:15
10. **Discussion of Community June 22nd Forum** *The Committee will discuss the development of the Over 50 community forum.* o **Thursday, June 22nd, 2006, 5 to 7pm** **Metropolitan Community Church,** **The Sanctuary Room, 150 Eureka Street**	Group	6:30
11. **Next Meeting Date and Agenda Items** *Committee co-chairs will identify potential agenda items. The next meeting will be on Wednesday, July 12th, 2006 at the same location.*	Group	7:25

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HIV Health Services Planning Council
www.sfcarecouncil.org
COMMUNITY OUTREACH & ADVOCACY COMMITTEE DRAFT AGENDA
Thursday, June 22nd, 2006
5:00 to 7:00pm
Metropolitan Community Church
150 Eureka Street (between 18th and 19th Streets)
San Francisco

COMMUNITY OUTREACH & ADVOCACY COMMITTEE MISSION STATEMENT
To ensure that the voice of the community and consumers are part of the work of the Council. The committee will ensure that consumers and other community members have the opportunity to give input to the Council, be educated on the issues that affect the HIV/AIDS community, and are empowered to be a voice for the needs of the HIV/AIDS community that can affect positive change and ensure public policies that enhance the lives of people living with HIV/AIDS.

1. Welcome and Introductions

Council Co-Chairs 5:00

2. Purpose of Meeting

Aimee/Wade 5:05

3. What We Will Be Doing Tonight

Jack 5:10

4. Review of Advocacy Project

Joe Lynn 5:15

5. Large Focus Group Discussion

Randy Allgaier 5:25

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6. Meal Break 6:15

7. Large Group Report Summarization

Jack 6:30

8. Framing the Current Reality, Funding/Reauthorization

Laura/Jack 6:40

9. Services Important to Keep Citywide – Group Discussion

Randy 6:55

10. Prevention With Positives – Relevance to Group – Barriers to Testing

Billie Jean 7:10

11. Review of Survey Form and Fill-Out

Aimee/Group 7:25

12. Thank You / Return Forms / Adjourn

Aimee 7:30

HIV Health Services Planning Council
730 Polk Street, 3rd Floor, San Francisco, CA 94109
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San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 5th floor, San Francisco, CA 94102

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HIV Health Services Planning Council
COMMUNITY OUTREACH & ADVOCACY COMMUNITY FORUM

DRAFT MINUTES
Thursday, June 22nd, 2006, 5:00 to 7:00pm
Metropolitan Community Church, 150 Eureka Street
San Francisco

Members Present: Aimee Barnes, Robert Oropeza, Dorothy Kleffner, Wade Flores, Randy Allgaier, Ken Pearce

Members of the Public: David Chandler, Harry Breaux, Hulda [sic], George, Jon, Phonzo, Greg Rowe, Holden Croft, Michelle Long, Dean Goodwin, Sheila

Council Staff: Jack Newby, Enrique Asis, Susan Latham, Joe Lynn

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1. Welcome and Introductions

2. Purpose of Meeting

Council Members Aimee and Wade explained the nature of the Council and the role the COA committee plays

3. What We Will Be Doing Tonight

Jack Newby, Planning Council Director, introduced staff. One group with emerging needs is 50+. The Council wants to hear from those folks tonight.

4. Review of Advocacy Project

Joe Lynn, HIV Consumer Rights Advocate, explained the purpose of the meeting

5. Large Focus Group Discussion

1. Dental services decreasing; timing, timing, timing – money spent on root canal and gold crown. Lost tooth, matter of dignity that could tip a person with health problems. Story about cat dying after being shaved.
2. Sense of well being – holistic
3. can we deduct pet care costs from rent the way we do meds
4. List of who provides, like a yellow pages, of all folks getting Ryan White funding
5. Economical housing consensus that it's a big issue
6. Effects of HIV meds on body chemistry

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7. Client rights
8. Need to focus not on saving lives but on the long term haul
9. Taxi vouchers, transportation
10. University of Pacific sets its institutional needs over the patients; waits long, prefer extractions, question about money made by school from students and patients – need competition, CONTINUITY OF CARE
11. Home support services, aging issues can raise the need from time to time without a constant need, how to care for an aging partner
12. Need to balance continue working against present retirement benefits, financial benefits counseling on retirement issues
13. What to do to make a difference with your day when you're not working – importance of work
14. Concerns over future of benefits
15. Long term planning and HIV – first time heard those words in a group of P
    WA's, and made the hair stand on the back of my neck
16. Treatment with respect and civility, need to have voice heard
17. Care for older folks has sexism while for younger folks have ageism
18. Home help – "I've named my spiders."
19. Seamless delivery of services that takes into account intermittent capabilities of aging HIV folks
20. Is this aging or HIV? Merging gerontology and HIV care
21. Transportation needs – emergency room with broken foot and then with kidney stones – particularly in emergencies
22. Times feel acutely alone, and when it includes pain… he ends with a sigh
23. Need for POH to get better than below airline food quality
24. Emotional support groups
25. Forefront of the aging HIVers
26. No sliding scale for folks with savings
27. Money management
28. Substance abuse

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6. Meal Break

7. Large Group Report Summarization

Summarized, notion that case management no longer exists, someone who could direct among the various care providers – comprehensive case management. Case managers get burned out. Impersonal treatment

8. Framing the Current Reality, Funding/Reauthorization

Jack: $40 million five years to 28 now and another 3-5 million in the next few years; further reductions as hold harmless cushion ages and is reduced – 75% needs to go to core medical services.

9. Services Important to Keep Citywide – Group Discussion

Areas that care council should concentrate on – housing, food, comprehensive case management, psychosocial support services on aids and aging, education of community on our issues that need support, mental health services, education to dispel myths around HIV, lot of ignorance on the streets homophobia, transphobia, aids-phobia, transportation services, dental services, legal services

Local government will need to hear

Most important -- Housing and food and comp case management, dental, legal has to be added

Comments about how street activism had declined

10. Prevention With Positives – Relevance to Group – Barriers to Testing

Most have experiences with providers of talking about PWP; being told by so many people that they know more than caregiver, conversations seem to be comfortable; more education with doctors and peers about how to talk about these issues

Peer rejection a real issue

T-cells and viral load has no effect on safe sex practices

Lots of folks don't want to be tested, fear of stigma, shame, belief in vulnerability

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11. Review of Survey Form and Fill-Out

Feel positive about sharing, frustration over committee/committee, talk/talk so hope something happens, forum became a support group, hope they can be used to further their aims

Aimee: Encouraged attendees to join the planning council

12. Thank You / Return Forms / Adjourn

7:44pm

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee DRAFT Agenda
Wednesday, August 9th, 2006
25 Van Ness Avenue Room 330B
5:30-7:30pm

1.	**Welcome and Introductions**	Co-Chair	5:30
2.	**Review/Approve Agenda**	Group	5:33
3.	**Review/Approve** *April 12, 2006, May 10, 2006 and June 22, 2006 Community Fora* **Minutes**	Group	5:35
4.	**Announcements**	Group	5:37
5.	**Public Comment**	Public	5:40
6.	**Election of an Interim Co-Chair - VOTE**	Group	5:45
7.	**Advocacy Project Policy Review – VOTE**	Group	6:00
8.	**Advocacy Project Report** *The Committee will receive the monthly report from the Consumer Rights Advocacy Project and update on policy issues regarding reporting.*	Joe Lynn	6:15
9.	**Discussion of Evaluation of 2006 Community Fora**	Group	6:30
10.	**Next Meeting Date and Agenda Items** *Committee co-chairs will identify potential agenda items. The next meeting will be on Wednesday, September 13th, 2006 at the same location.*	Group	7:25

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee DRAFT Agenda
Wednesday, September 13th, 2006
25 Van Ness Avenue Room 330B
5:30-7:30pm

1.	**Welcome and Introductions**	Co-Chair	5:30
2.	**Review/Approve Agenda**	Group	5:33
3.	**Review/Approve** *April 12, 2006, May 10, 2006 and June 22, 2006 Community Fora* **Minutes**	Group	5:35
4.	**Announcements**	Group	5:37
5.	**Public Comment**	Public	5:40
6.	**Election of an Co-Chair -VOTE**	Group	5:45
7.	**Advocacy Project Policy Review – VOTE**	Group	5:50
8.	**Advocacy Project Report**	Joe Lynn	6:00
	The Committee will receive the monthly report from the Consumer Rights Advocacy Project and update on policy issues regarding reporting.		
9.	**Discussion of Guidelines and Procedures and Evaluation of 2006 Community Forum**	Group	6:15
10.	**Discussion of Establishment of Consumer Council (Caucus)**	Group	6:30
11.	**Next Meeting Date and Agenda Items** *Committee co-chairs will identify potential agenda items. The next meeting will be on Wednesday, October 11th, 2006 at the same location.*	Group	7:20

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COMMUNITY OUTREACH & ADVOCACY COMMITTEE
DRAFT AGENDA
Wednesday, October 11th, 2006
5:30 to 7:30pm
San Francisco Department of Public Health
25 Van Ness Avenue, Room 330B
San Francisco

MISSION STATEMENT

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1. Welcome and Introductions
Co-Chair 5:30

2. Review/Approve Agenda
Group 5:33

3. Review/Approve April 12, 2006, May 10, 2006 and June 22, 2006 Community Fora Minutes
Group 5:35

4. Announcements
Group 5:37

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5. Public Comment Public
5:40

6. Advocacy Project Report
Joe Lynn 5:45

The Committee will receive the monthly report from the Consumer Rights Advocacy Project and update on policy issues regarding reporting.

7. Discussion of Guidelines and Procedures and Evaluation of 2006 Community Forum
Group 5:55

7. Next Meeting Date and Agenda Items
Group 7:20

Committee co-chairs will identify potential agenda items. The November meeting will be determined.

9. Adjourn
7:30

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee DRAFT Agenda
Wednesday, November 8th, 2006
25 Van Ness Avenue Room 330B
5:30-7:30pm

1. Welcome and Introductions	Co-Chair	5:30
2. Review/Approve Agenda	Group	5:33
3. Review/Approve *April 12, 2006, May 10, 2006 and June 22, 2006 Community Fora* Minutes	Group	5:35
4. Announcements	Group	5:37
5. Public Comment	Public	5:40
6. Co-Chair Election – VOTE	Group	5:45
7. Advocacy Project Report	Joe Lynn	5:55
The Committee will receive the monthly report from the Consumer Rights Advocacy Project and update on policy issues regarding reporting.		
8. Discussion of Guidelines and Procedures and Evaluation of 2006 Community Forum	Group	6:10
9. Discussion of Establishment of Consumer Council (Caucus)	Group	6:15
10. Next Meeting Date and Agenda Items	Group	7:20
Committee will identify potential agenda items. The December meeting will be determined.		
11. Adjourn		7:30

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee *DRAFT Minutes*
Wednesday, November 8th, 2006
25 Van Ness Avenue Room 330B
5:30-7:30pm

Committee Members Present: CM Newell, CM Durio, CM Barnes
Committee Members Absent: CM Flores (excused), CM Cooper, CM Miller
Other Council Members Present:
Others Present: Dean Goodwin (SF DPH), Chip Rines
Council Support Staff: Jack Newby, Joe Lynn, Ray West

1. **Welcome and Introductions**

   The meeting was called to order at 5:48 p.m. and there was no quorum.

   This is an information and discussion meeting only.

2. **Review/Approve Agenda**

   The agenda was reviewed but not approved.

3. **Review/Approve *April 12, 2006, May 10, 2006 and June 22, 2006 Community Fora* Minutes**

   The minutes were reviewed but not approved.

4. **Announcements**

   There were no announcements.

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5. **Public Comment**

   There was no public comment.

6. **Co-Chair Election**

   This item was discussed. Interested persons include CM Barnes and CM Newell at this time.

7. **Advocacy Project Report**

   Mr. Lynn, HIV Advocacy Project, presented the October 2006 report for the committee review and discussed the highlights.

8. **Discussion of Guidelines and Procedures and Evaluation of 2006 Community Forum**

   Mr. Newby discussed the results of May and June Community Forum evaluations and the option for offering incentives for attendance was considered. It is the consensus that if attendance incentives are offered, they should be offered at all forums and not to selected community populations. The concept of offering a raffle incentive was favored.

   The committee further discussed the outcomes of the forums and clarification of community forums vs. meetings. In addition, suggestions on how to strengthen

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the COA Committee participation in enrichment of these activities were discussed. Suggestions included:

- A yearly calendar as a guiding document.
- Establish a Date/Location focus group to coordinate meetings on a quarterly basis and then community meeting can be better used.
- Agreement by organizers on the purpose of the forums/meetings.
- Need to strategize how to best use participation of community partnerships. These partnerships could include Black Coalition on AIDS, churches and Westside.
- Potential locations would be investigated with Bayview as a high priority on the list.
- Pursue looking at effective all encompassing focus group training.

A consideration to be addressed is how to make the forums/meetings real, relevant and meaningful for consumers. To accomplish this, the structure of the program should be looked at. Smaller meeting that offer an environment of openness are appealing to some committee members.

The COA committee will coordinate with the Planning committee to look at segments of the population for community forums.

Public Comment –

Mr. Rines likes the idea of the projection of diversity by partnering with community organizations.

9. Discussion of Establishment of Consumer Council (Caucus)

The Committee discussed the establishment of the Consumer Caucus in an effort to address Council retention issues. The concept of reinstituting this type of forum was welcomed by all in attendance.

The forums would involve training and provide an opportunity for Consumer Council and Community members to voice issues that they would like to bring before council in a safe environment.

10. Next Meeting Date and Agenda Items

Agenda Items:

- Community Meeting development of Community Partnerships (?) and set calendar for community meetings and community forums to include statement of definition and purpose.
- Co-Chair election

The next meeting will be held on December 13, 2006 at 25 Van Ness, San Francisco at 5:30 p.m.

11. Adjourn

The meeting adjourned at 7:00 p.m.

Action Items

- **Review/Approve *April 12, 2006, May 10, 2006 and June 22, 2006 Community Fora* Minutes**
- **Agenda Item – 2007 Community Forum and Community Meeting calendar.** Community Meeting development of Community Partnerships and set calendar for community meetings and community forums to include statement of definition and purpose.

HIV Health Services Planning Council
Community Outreach & Advocacy Committee DRAFT Agenda
Wednesday, December 13th, 2006
25 Van Ness Avenue Room 330B
5:30-7:30pm

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1. Welcome and Introductions	Co-Chair	5:30
2. Review/Approve Agenda	Group	5:33
3. Review/Approve *April 12, 2006, May 10, 2006 and June 22, 2006 Community Fora* Minutes and Review Notes of November 8, 2006	Group	5:35
4. Announcements	Group	5:37
5. Public Comment	Public	5:40
6. Co-Chair Election – VOTE	Group	5:45
7. Advocacy Project Report	Joe Lynn	5:55

The Committee will receive the monthly report from the Consumer Rights Advocacy Project and update on policy issues regarding reporting.

- Update on Grievance filed

8. Discussion of Guidelines and Procedures and Evaluation of 2006 Community Forum – Establish Calendar for 2007 Forums and Determine Priority Populations – VOTE	Group	6:10

The following recommendations are from the Planning Committee:

- **Latino/a**
- **Over 50**
- **COE clients**
- **Women, especially people of color**
- **Prevention with positives**

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9. Calendar for Community Meetings – Determine Locations – VOTE	Group	6:40
10. Update on Establishment of Consumer Council (Caucus)	Group	7:10
11. Next Meeting Date and Agenda Items	Group	7:20

Committee will identify potential agenda items. The January meeting will be determined.

12. Adjourn	7:30

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Mission Statement

To ensure that the voice of the community and consumers are part of the work of the Council. The committee will ensure that consumers and other community members have the opportunity to give input to the Council, be educated on the issues that affect the HIV/AIDS community, and are empowered to be a voice for the needs of the HIV/AIDS community that can affect positive change and ensure public policies that enhance the lives of people living with HIV/AIDS.

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee DRAFT Minutes
Wednesday, December 13th, 2006
25 Van Ness Avenue Room 330B
5:30-7:30pm

Committee Members Present: CM Flores, CM Miller, CM Newell, CM Cooper, CM Barnes

Committee Members Absent: CM Durio

Other Council Members Present: CM Soto, CM Pearce

Others Present: Dean Goodwin (HIV HS)

Council Support Staff: Jack Newby, Joe Lynn, Ray West

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1. **Welcome and Introductions**

   The meeting was called to order at 5:40 by Council Co-Chair Soto and everyone introduced themselves.

2. **Review/Approve Agenda**

   Agenda item #6 was moved to elect co-chair before other agenda items.

   The agenda was reviewed and approved as amended by consensus.

3. **Review/Approve *April 12, 2006, May 10, 2006 and June 22, 2006 Community Fora* Minutes and Review Notes of November 8, 2006**

   November 8 Notes tabled for next meeting.

   April 12th - Marin County HIV/AIDS CARE Council in announcements.

   Approved as amended.

   May 10th – approved by consensus – abstention CM Pearce

   June 22nd – approved by consensus

4. **Announcements**

   CM Soto announced that council co-chairs look forward to working with the committee in the coming year.

   CM Flores elected to the Kaiser Permanente Advisory Board.

5. **Public Comment**

   There was no public comment.

6. **Co-Chair Election**

   This item was moved to Item #2.

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Nominations –

Catherine Newell and Wade Flores were nominated.

Nominees accepted by acclamation.

7. Advocacy Project Report

Joe Lynn present the November 2006 Advocacy Project Report and discussed 2 specific concerns noted in the report:

- Timely response from UCSF and San Francisco AIDS Foundation
- Grievance Standards –

  2 issues currently raise issues of standards

  - Ward 86
  - Marin Food Bank

Specifically there is an appearance of conflict between contract holders and the need to follow established guidelines.

Followup on the grievance filed against Shanti resulted in complete and satisfory resolution for all parties.

8. Discussion of Guidelines and Procedures and Evaluation of 2006 Community Forum – Establish Calendar for 2007 Forums and Determine Priority Populations

The following recommendations are from the Planning Committee:

- **Latino/a**
- **Over 50**
- **COE clients**
- **Women, especially people of color**
- **Prevention with Positives**

Mr. Newby discussed the purpose of the recommendations from the Planning Committee and discussed the need for clear expectations from the 2007 forums.

Items to identify include whether the format will be forum, meeting or focus group based.

The purpose is to add richness to the needs assessment data.

CM Barnes distributed guidelines for focus groups (see attachment) and the Committee reviewed the presentations.

Committee Co-chairs would like to see barriers and gaps addressed at forums.

Motion - CM Pearce/ Newell – 2007 community forums will be held on working on women, especially women of color and

prevention with positives populations with COE clients as an alternative should be a the funding for a focus group for women, especially women of color addressed by Harder+Co. be approved.

VOTE

Unanimous

9. Calendar for Community Meetings – Determine Locations

The following calendar was established based on the populations selected for 2007 forums:

March – Women - Women's Building in the Mission @ 16th/Guerrero

May – Prevention with Positives –

Motion – Pearce/Flores – 2 community meetings, one in July 2007 and October 2007.

In addition, the regular COA community meetings will be held in July and October 2007.

VOTE

Unanimous

10. Update on Establishment of Consumer Council (Caucus)

It is proposed that the first meeting of the Consumer Council Caucus be held on January 10th, 2007 at 7:00 p.m. following the regular COA meeting with location to be determined.

11. Next Meeting Date and Agenda Items

The next meeting date is January 10, 2007 at the same location.

5:30 – 6:45 then dinner meeting with Consumer Council Caucus will follow.

AGENDA ITEMS

1. Review priority groups again and dates
2. Schedule dates for priority community dates
3. Training from Harder+Co regarding community forums
4. Followup regarding handout from CM Barnes
5. ADD Steering Report as standing

12. Adjourn

The meeting was adjourned at 7:20 p.m.

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee DRAFT Agenda
Wednesday, January 10th, 2007
25 Van Ness Avenue Room 330A
5:30-7:00pm

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1. **Welcome and Introductions** — Co-Chairs — 5:30
2. **Review/Approve Agenda** — Group — 5:33
3. **Review/Approve *December 13th*, 2006 Minutes** — Group — 5:35
4. **Announcements** — Group — 5:37
5. **Public Comment** — Public — 5:40
6. **Steering Committee Update** — Co-Chairs — 5:45
7. **Advocacy Project Report** — Joe Lynn — 5:55
   - *The Committee will receive the monthly report from the Consumer Rights Advocacy Project and discuss policy issues regarding reporting.*
8. **Discussion of Guidelines and Procedures and Evaluation of 2006 Community Forums** — Group — 6:05
9. **Discussion Regarding Possible Changes to the Priority Populations for 2007 Forums – VOTE** — Group — 6:15
   - March 2007: Women, especially people of color
   - May 2007: Prevention with positives
10. **Discussion of Community Meetings and Locations – VOTE** — Group — 6:40
    - July 2007
    - October 2007
11. **Next Meeting Date and Agenda Items** — Group — 6:55

    Committee will identify potential agenda items. The February meeting will be determined.
12. **Adjourn** — 7:00

Mission Statement

To ensure that the voice of the community and consumers are part of the work of the Council

The committee will ensure that consumers and other community members have the opportunity to give input to the Council, be educated on the issues that affect the HIV/AIDS community, and are empowered to

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be a voice for the needs of the HIV/AIDS community that can affect positive change and ensure public policies that enhance the lives of people living with HIV/AIDS.

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee DRAFT Minutes
Wednesday, January 10th, 2007
25 Van Ness Avenue Room 330A
5:30-7:00pm

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Committee Members Present: Council Member Barnes, Council Member Cooper, Council Member Flores (Co-Chair), Council Member Newell (Co-Chair), Council Member Penagos

Committee Members Absent: Council Member Miller

Other Council Members Present: Council Member Kleffner, Council Member Oropeza, Council Member Pearce, Council Member Siron

Others Present: None

Council Support Staff: Jack Newby, Enrique Asis, Joe Lynn, Ray West

1. **Welcome and Introductions**

   The meeting was called to order at 5:34 by CM Newell and everyone introduced themselves.

2. **Review/Approve Agenda**

   The agenda was reviewed and approved by consensus.

3. **Review/Approve *December 13th*, 2006 Minutes**

   The minutes were reviewed and approved by consensus.

4. **Announcements**

   Project Inform will host a presentation on January 30th at the Lesbian Gay Bi-Sexual Transgender Center at 7:00 p.m. focusing on new treatments and strategies including fusion inhibitors.

   The joint meeting with HIV Prevention Planning Council (HPPC) has been confirmed for February 8th at the State Building. The joint meeting will be from 4:30 until 6 p.m. then the CARE Council will continue to meet until 7:30 p.m. The notice to Council Members will be sent in the morning.

   There will be a forum for Women with HIV at UCSF on January 19th.

   There will be a web presentation on January 18th at 11:00 a.m. with access via email linkage for "Understanding Transgenders and their concerns

   Marin has started their Community Outreach and Advocacy Committee and Council Member Flores is the chairperson. They are beginning to

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develop their strategic plan. Maria Ramos is doing cultural competence for Marin County.

CM Barnes was acknowledged for her work during the co-chair transitional period.

CM Durio was recognized for his contributions in memoriam.

The Stigma Distrust and Fear in Black America article was announced.

5. Public Comment

There was no public comment.

6. Steering Committee Update

There was no Steering Committee update. The Steering Committee retreat will be held on Friday, January 26th at the Zen Center, 300 Page Street, San Francisco.

***7.* Advocacy Project Report**

The Committee received the monthly report (attachment B) from the Consumer Rights Advocate, Joe Lynn and discussed policy issues regarding reporting.

The report included:

- three (3) new grievances
- the status of three (3) complaints made without filing formal grievances since August 2006
- six (6) referral calls to other agencies made.

CM Flores indicates that Marin County wants to adopt its own COA Advocacy policy that would request the HIV Consumer Rights Advocate visit other counties than San Francisco. Specifically, this policy requests" In addressing policy issues of the "Eligible Metropolitan Area" the representative of the Consumer Advocacy Project will present the report "in person" to Marin and San Mateo County".

Funding for travel is an issue of concern with this proposal and tele-conferencing has been suggested as an option.

Advocacy project policies are applicable to all EMA areas and it would be helpful if co-chairs and key council support staff go to other areas. It was suggested also that other counties should also visit San Francisco.

For full report context see Attachment B.

8. Discussion of Guidelines and Procedures and Evaluation of 2006 Community Forums

CM Barnes gave a presentation entitled "Guidelines for Community Forums and Community Meetings" (attachment C).

This document is to serve as a guiding document to provide reference, clarity, and statement of purpose for the gathering information activities of the Consumer Outreach & Advocacy Committee of the SF HIV Planning Council as it pertains and is relevant to the planning, designing, and implementing activities for gathering information and direct input on the needs, services, and barriers of access for consumers of Ryan White funded services. Secondly, this document should serve as a guide for the promotion of the mission and purpose of the Community Outreach & Advocacy (COA) Committee and SF HIV Planning Council in

(1) ensuring direct consumer input,

(2) education consumers regarding policy and funding of the Ryan White CARE Act, and

(3) recruitment and training of active membership of consumers to participate on COA Committee and SF HIV Planning Council (Planning Council).

The activities for gathering information should be considered and planned in direct coordination of the most recent reports including the following:

- Prioritization and Allocation Summit Action Report
- Needs Assessment Report
- Community Forums Report

These guidelines included:

- Areas of Responsibilities
- Training and Development
- Statement of Purpose
- Outreach Materials and Information

Diversity input refers to input from all people.

Cultural competency refers to Council issues.

Community meetings and consumer input discussion included:

- Consumers and providers attendance (providers not to attend forums).
- Facilitator role to keep dialogue open.
- Other options for community input considering information age.

- Issue of fear of retaliation for publicly criticizing service providers.
- Forums and meetings must be noticed but focus groups do not.
- 2007 potential Goals – think about ways that technology can be used in creative way to increase another way of access to the Committee and the Advocacy Project –
    - Housing units
    - Community centers,
    - Location in the tenderloin

This should be a mechanism for underlying issues to identify needs and barriers to service. It is also an opportunity to meet and cultivate relationships and a tool of recruitment.

There is merit with all options but agreement for a need to proceed with caution. The Committee feels a better sense of what community forum components are is needed.

Another method suggested for consumer input include:

- provide forms for distribution at forums.
- Client Action Panels (CAP's)

Mr. Newby noted that some agencies have client committees at agencies to deal with issues and we need to look at obligations of planning council and use caution of desire to fix client issues outside purview of advocacy project roles. Broader issue is cultural competency, but need to focus on issues that reach grievance stage and include advocacy project. Also, to show respect in service delivery, client committees should become a contract requirement.

In order to obtain CAP's participation a presentation to HIV/AIDS Provider Network (HAPN) should be made. The Committee will find out how many members of HAPN have CAP's.

Agenda item - next meeting – CAP's

Action Item - distinguishing definitions

- Forums and meetings – roles
- 1st community forum is March

CM Pearce proposes to the Steering Committee that attendance at community forums be extra credit for HIV CARE Council attendance requirements.

Action Item – Statement of Diverse Consumer Input and Cultural Competency.

9. **Discussion Regarding Possible Changes to the Priority Populations for 2007 Forums**

- March 2007: Women, especially people of color
- May 2007: Prevention with positives

The committee discussed the purpose of the prevention with positives forum and the potential for replacing it with another demographic, i.e. post incarcerated.

Motion
Pearce/Flores to keep calendar forums the same
VOTE – UNANIMOUS.

10. **Discussion of Community Meetings and Locations**

Motion
Pearce/Cooper for Community Meetings calendar and specific demographics to be:

- July 2007 – Youth
- October 2007 – Post Incarcerated

VOTE - UNANIMOUS

Action Item - Agenda item for full planning council – community meetings and open for discussion

11. **Next Meeting Date and Agenda Items**

Committee will identify potential agenda items. The February 14th, meeting will be determined.

Discussion of community meetings and locations / point people

Forums

Review and discussion of policy amendment.

Action item – staff to identify location/date

Continued discussion of guidelines.

12. **Adjourn**

The meeting was adjourned at 7:10 p.m.

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee DRAFT Agenda
Wednesday, February 14th, 2007
25 Van Ness Avenue Room 330B
5:30-7:30pm

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1. **Welcome and Introductions** — Co-Chairs — 5:30
2. **Review/Approve Agenda** — Group — 5:33
3. **Review/Approve *January 10, 2007* Minutes** — Group — 5:35
4. **Announcements** — Group — 5:37
5. **Public Comment** — Public — 5:40
6. **Steering Committee Update** — Co-Chairs — 5:45
7. **Review and Discussion of the January 26th Steering Committee Annual Retreat** — Council Support/Group — 5:50
   - Review draft retreat minutes
   - Review Work Plan
8. **Advocacy Project Report** — Joe Lynn — 6:00
   - *The Committee will receive the monthly report from the Consumer Rights Advocacy Project and discuss policy issues regarding reporting*
   - *Review proposed policy - **VOTE***
9. **Discussion of Guidelines and Procedures and Evaluation of 2006 Community Forums** — Group 6:05
   - *Defining What are Community Forums, Focus Groups, and Community Meetings*
   - *Creating Script for March Forum*
   - *Review of the 2006 Evaluation of the Community Forum*
10. **Discussion Regarding the Priority Populations for 2007 Forums** — Group 6:15
    - Client Action Panels (CAP's)
11. **Discussion of Community Meetings and Locations** — Group 6:40
    - July 2007
    - October 2007
12. **Next Meeting Date and Agenda Items** — Group 6:55

Committee will identify potential agenda items for the Wednesday, March 14th, 2007 meeting. The location will be determined.

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https://sfpl-exchange.sfpl.org/exchange/sfdocuments/Inbox/COA Meeting Agenda and Minutes.EML/1_multipart_xF8FF_2_Feb 14 COA Agenda.doc/C58EA28C-18C0-4a97-9AF2-036E93DDAFB3/Feb 14 COA Agenda.doc?attach=1

13. Adjourn 7:00

Mission Statement: *To ensure that the voice of the community and consumers are part of the work of the Council*

The committee will ensure that consumers and other community members have the opportunity to give input to the Council, be educated on the issues that affect the HIV/AIDS community, and are empowered to be a voice for the needs of the HIV/AIDS community that can affect positive change and ensure public policies that enhance the lives of people living with HIV/AIDS.

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730 Polk Street, 3rd Floor, San Francisco, CA 94109
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San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 3rdh floor, San Francisco, CA 94102

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee DRAFT Minutes
Wednesday, February 14th, 2007
25 Van Ness Avenue Room 330B
5:30-7:30 pm

Committee Members Present: Barnes, Flores (Co-Chair), Newell (Co-Chair), Penagos

Committee Members Absent: Cooper (excused)

Other Council Members Present: None

Others Present: Dean Goodwin (San Francisco DPH HIV Health Services)

Council Support Staff: Jack Newby, Ray West

1. **Welcome and Introductions**

   The meeting was called to order at 5:30 p.m. and everyone introduced themselves.

2. **Review/Approve Agenda**

   The agenda was reviewed and items 10/11 were combined. The amended agenda was approved by consensus.

3. **Review/Approve November 8th and *January 10, 2007* Minutes**

   The November 8, 2006 minutes were reviewed and approved by consensus.

   The January 10, 2007 minutes were reviewed and approved by consensus.

4. **Announcements**

   Susan Latham has decided that today will be her last day of service to the HIV Health Services Planning Council.

5. **Public Comment**

   There was no public comment.

6. **Steering Committee Update**

   The January, 26, 2006 Steering Committee Draft Minutes were reviewed.

7. **Review and Discussion of the January 26th Steering Committee Annual Retreat**

   - Review draft retreat minutes

     The committee reviewed the January 26th Steering Committee Annual Retreat minutes.

   - Review Work Plan

     The Work Plan Items were reviewed to include:

     Goal 1 – to ensure a culturally competent EMA-Wide continuum of essential services for all CARE- eligible people with HIB/AIDS – for committee: continuing to conduct outreach to HIV infected individuals.

https://sfpl-exchange.sfpl.org/exchange/sfdocuments/Inbox/Community Outreach and Advocacy Meeting Notice - Wednesday, March 14, 2007.EML/1_multipart_xF8FF_3_Feb 14 COA Draft Minutes.doc/C58EA28C-18C0-4a97-9AF2-036E93DDAFB3/Feb 14 COA Draft Minutes.doc?attach=1

Goal 3.1 – In collaboration with Membership Committee expand outreach to persons living with HIV, utilize at least two annual outreach and advocacy meetings as a forum for soliciting input from consumers.

5.1 – Outreach to persons living with HIV, especially African American and Latino communities – expand outreach to communities of color.

Other objectives

Develop Standards and policy for Community forums

Possible training and resources for conducting research

Two Community Forums

Two COA Meetings in the Community

8. Advocacy Project Report

- The Committee received the monthly report from the Consumer Rights Advocacy Project and discuss policy issues regarding reporting.

  Noted was the decline in number of new contacts to the Advocate. There is a current campaign to keep Advocacy availability awareness in the community.

  There were no new grievances filed for January 2007.

  A report will be provided at the next COA meeting regarding the marketing of the Advocacy Project.

- The Committee reviewed the proposed Consumer Rights Advocate County Reporting Policy.

  Mr. Newby advised the Committee regarding the *Sunshine* governing rules for teleconferencing. A person may call in to report to a governing body instead of appearing, but the governing body must be in the same room.

  Action
  Accept Barnes/Newell
  Vote – Unanimous – approved to move to Policy and Evaluation with recommendation.

9. Discussion of Guidelines and Procedures and Evaluation of 2006 Community Forums

- *Defining What are Community Forums, Focus Groups, and Community Meetings*

  The Committee discussed defining Forums, Groups and Meetings.

  Action
  Committee members will individually consider definitions of the three (3) categories for review at the next meeting.

- *Creating Script for March Forum*

  Issues considered:

  Family

  Child Care

  Isolation

Action
The committee will wait for the recommendations from Harder+Co

- *Review of the 2006 Evaluation of the Community Forum*

  Action
  Council Support Send out to CM
  Invite Harder+Co to next Committee meeting
  Send prior agendas for community forums and meetings

10. Discussion Regarding the Priority Populations for 2007 Forums

- Client Action Panels (CAP's)

  Action
  Council Support to contact HAPN regarding providers with CAP's and possible announcement for CAP participation in community forums.

11. Discussion of Community Meetings and Locations

- July 2007

  Youth

  One source - Larkin Street Youth Services

  Action
  Contact Sherilyn Adams for connection in March
  Ask about doing Meeting there. CM Barnes will contact Larkin Street Youth Services

- October 2007

  Post-Incarcerated

12. Next Meeting Date and Agenda Items

Committee will identify potential agenda items for the Wednesday, March 14th, 2007 meeting. The location will be determined.

13. Adjourn

The meeting adjourned at 7:30 p.m.

Action
Council Support to identify agencies that specifically serve women
Contact Dean Goodwin also for this information
A script to distribute
Connect with Points of Integration of agencies to contact
Ask POI to generate questions

Flier for Women's Forum to be made available for distribution at Full Council Meeting

Action
Commission on the status of Women

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee DRAFT Agenda
Wednesday, March 14th, 2007
25 Van Ness Avenue Room 330B
5:30-7:30pm

1. **Welcome and Introductions**	Co-Chairs	5:30
2. **Review/Approve Agenda**	Group	5:33
3. **Review/Approve *February 14, 2007* Minutes**	Group	5:35
4. **Announcements**	Group	5:37
5. **Public Comment**	Public	5:40
6. **Steering Committee Update**	Co-Chairs	5:45
7. **Advocacy Project Report**	Joe Lynn	5:55

- *The Committee will receive the monthly report from the Consumer Rights Advocacy Project and discuss policy issues regarding reporting*
- *Update on Policy Determination by Policy and Evaluation*

8. **Discussion of Women's Forum – Format – Agenda – VOTE** Group 6:05
   - *Review recommendations from Harder + Co*
   - *Creating Script and Agenda for March Forum*
   - *Review of the 2006 Evaluation of the Community Forum*

9. **Discussion Regarding the Priority Populations for 2007 Comm. Meetings** Group 6:30
   - Report back from CM regarding contacts for Youth and Incarcerated
   - Report on Client Committees at Providers

10. **Discussion of Next Forum – Prevention With Positives** Group 6:40
    - Working with Points of Integration Committee
    - Location

11. **Next Meeting Date and Agenda Items** Group 6:55

    Committee will identify potential agenda items for the Wednesday, April 11th, 2007 meeting..

12. **Adjourn** 7:00

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input to the Council, be educated on the issues that affect the HIV/AIDS community, and are empowered to be a voice for the needs of the HIV/AIDS community that can affect positive change and ensure public policies that enhance the lives of people living with HIV/AIDS.

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee DRAFT Minutes
Wednesday, March 14th, 2007
25 Van Ness Avenue Room 330B
5:30-7:30pm

Committee Members Present: Newell (co-chair), Flores (co-chair), Cooper, Penagos, Barnes

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Committee Members Absent: None

Other Council Members Present: Kleffner, Allgaier

Others Present: Dean Goodwin (SFDPH HHS)

Council Support Staff: Jack Newby, Ray West, Michelle San Pedro, Joe Lynn

1. **Welcome and Introductions**

   The meeting was called to order by CM Newell at 5:30 p.m. and everyone introduced themselves.

2. **Review/Approve Agenda**

   The Agenda was reviewed and approved by consensus.

3. **Review/Approve *February 14, 2007* Minutes**

   First Page typo HIV (not HIB)

   Add CM Kleffner Other Council Members Present.

   The Minutes were reviewed and approved by consensus.

4. **Announcements**

   Announcement of Formula award/Supplemental to be received in April. There is an anticipated reduction of $6m. $2m expected shortfall and strategy is to approach San Francisco Board of Supervisors.

   Michelle San Pedro is the new Administrative Assistant for HIV Health Services Planning Council Support.

   Immigration raids in Marin affected 19 persons with HIV/AIDS and the effect is reportedly devastating.

5. **Public Comment**

   There was no public comment.

6. **Steering Committee Update**

   The notes of the February 20th Steering were made available.

   Discussion included review of the Annual Retreat Work Plan implementation and how to address compliance with the new HRSA 75/25 directive.

7. **Advocacy Project Report**

   The Committee received the monthly report from Joe Lynn, HIV Consumer Rights Advocate.

   The report information included:

https://sfpl-exchange.sfpl.org/exchange/sfdocuments/Inbox/No Subject-4.EML/1_multipart_xF8FF_3_Mar14 COA Draft Minutes.doc/C58EA28C-18C0-4a97-9AF2-036E93DDAFB3/Mar14 COA Draft Minutes.doc?attach=1

- Four (4) Prior Month's Cases
    - Two (2) Ward 86
    - One (1) Richard Cohen
    - One (1) University of the Pacific
- New Grievances
    - One (1) Baker Places
    - Thirteen (13) Advocacy Contacts
- Complaints Made Without Filing Formal Grievances
    - Marin Food Bank
    - Catholic Charities
    - Richard Cohen
- Four (4) Referral Calls
- 3000 brochures are being distributed to raise awareness of services.

8. Discussion of Women's Forum – Format – Agenda

- Review recommendations from Harder + Co
    a. Add stigma and barriers
- Creating Script and Agenda for March Forum

    Script and Agenda Recommendations included:

    a. Two female co-facilitators
        i. CM Newell
        ii. CM Barnes
    b. CM Cooper to welcome attendees with Introduction.
    c. Script will be revised and sent to Co-chairs for review and presented to Committee prior to Forum.
- Review of the 2006 Evaluation of the Community Forum
    a. The Committee will use only the demographic portion of the 2006 Evaluation Form from 2006 Closing survey in the 2007 Forum.
    b. The May 20th, 2006 Community Forum Evaluation Form will be modified to delete subjective questions.
        i. Questions 1,4,5,6 will be deleted.

9. Discussion Regarding the Priority Populations for 2007 Community Meetings

- Report back from CM regarding contacts for Youth and Incarcerated
    - Youth

- CM Barnes – request for input and assistance has been presented to Larkin Street Youth Services. Follow-up will be completed by next Committee meeting.

- Incarcerated
  - CM Penagos – ?????? and Tenderloin.
  - Mr. Newby will contact Tenderloin.
  - Black Brothers Esteem ???

- Report on Client Committees at Providers
  - Tenderloin Health is the only Provider that has been identified to date.

10. Discussion of Next Forum – Prevention With Positives

- Working with Points of Integration Committee
  - Discussion of difficulty in communicating with HPPC and no clear direction of forum purpose and direction.
  - Currently in discussions in developing the MOU between the Councils.
  - Forum should be delayed until later in the year after the Supplemental Awards are received and actual CARE funding is established.
  - Alternative suggestions include:
    - Town Hall meeting in May

ACTION
Forward recommendation to Steering for Full Council agenda item.

11. Next Meeting Date and Agenda Items

Committee will identify potential agenda items for the Wednesday, April 11th, 2007 meeting.

Debrief of Women's Forum

Planning for May Town Hall Meeting

Placeholder for Advocacy Policy

12. Adjourn

The meeting adjourned at 6:54 p.m.

ACTION

Discussion of Next Forum – Prevention With Positives
Forward recommendation to Steering for Full Council agenda item.

- ✓ Forum should be delayed until later in the year after the Supplemental Awards are received and actual CARE funding is established.
- ✓ Alternative suggestions include:
  - Town Hall meeting in May

10:10 a.m. MSF
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HIV Health Services Planning Council
Community Outreach & Advocacy Committee DRAFT Agenda
Wednesday, April 11th, 2007
25 Van Ness Avenue Room 330B

5:30-7:30pm

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1. **Welcome and Introductions**	Co-Chairs	5:30
2. **Review/Approve Agenda**	Group	5:33
3. **Review/Approve *March 14th, 2007* Minutes**	Group	5:35
4. **Announcements**	Group	5:37
5. **Public Comment**	Public	5:40
6. **Steering Committee Update**	Co-Chairs	5:45
7. **Advocacy Project Report**	Joe Lynn	5:55

- *The Committee will receive the monthly report from the Consumer Rights Advocacy Project and discuss policy issues regarding reporting*
- *Update on Policy Determination by Policy and Evaluation*

8. **Discussion of 2007 Women's Forum** Enrique Asis, Training and Evaluation Coordinator	Group	6:10

- *Review Evaluations*

9. **Discussion Regarding the Priority Populations for 2007 Comm. Meetings**	Group	6:30

- Report back from CM regarding contacts for Youth and Incarcerated
- Report on Client Committees at Providers

10. **Discussion and Planning of Town Hall**	Group	6:40

- Update of HAPN meeting and co-sponsorship

12. **Next Meeting Date and Agenda Items**	Group	6:55

Committee will identify potential agenda items for the Wednesday, May 9th, 2007 meeting..

13. **Adjourn**	7:00

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee DRAFT Notes
Wednesday, April 11th, 2007
25 Van Ness Avenue Room 330B

5:30-7:30pm

Committee Members Present: Newell (Co-Chair), Barnes

Committee Members Absent: Flores (Excused), Penagos

Other Council Members Present: Allgaier

Others Present: None

Council Support Staff: Joe Lynn, Jack Newby, Michelle San Pedro

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1. Welcome and Introductions

CM Newell called the meeting to order at 5:40 p.m. There was no quorum.

2. Review/Approve Agenda

The Agenda was not reviewed nor approved.

3. Review/Approve *March 14th, 2007* Minutes

The March 14th, 2007 Minutes were not reviewed nor approved.

4. Announcements

There were no announcements.

5. Public Comment

There was no public comment.

6. Steering Committee Update

Mr. Newby presented the Steering Committee Update.

7. Advocacy Project Report

This item will be discussed at the next committee meeting.

8. Discussion of 2007 Women's Forum

This item will be discussed at the next committee meeting.

9. Discussion Regarding the Priority Populations for 2007 Comm. Meetings

- Committee Meeting in the Community (Youth)
  - CM Barnes spoke with Esperanza at Family Services Network (FSN) to get some leads, and with Mark Frost, a youth client at Larkin Street Youth Services who is interested in helping with the meeting.
  - Mr. Newby will contact Bay Area Positives and New Leaf.

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10. Discussion and Planning of Town Hall

- Mr. Newby discussed his most recent meeting with Mike Smith of the HIV/AIDS Provider Network (HAPN)
- HAPN agreed to co-sponsor the event with the SF HIV Health Services Planning Council (HSPC)
- HAPN will contribute funds to put on meeting
- HSPC to handle logistics (venue, etc)
- The event will occur in the third week of May (TBA)
- HSPC responsible for discussing the reality of the CARE situation in light of budget cuts.
- HAPN will discuss talking points and ways consumers and providers can communicate with their supervisors.
- Last half-hour of meeting to be a letter-writing party.
    - Teach participants how to empower themselves

12. Next Meeting Date and Agenda Items

The next meeting is on Wednesday, May 9th, 2007.

Agenda Items

- Review/Approve March 14th, 2007 Minutes
- Advocacy Project Report (Joe Lynn, Consumer Advocate)
- Discussion of 2007 Women's Forum (Enrique Asis, SF HIV HSPC)
- Further discussion regarding the Priority Populations for 2007 Comm. Meetings

13. Adjourn

CM Newell adjourned the meeting at 6:45 p.m.

11 25 a.m. msf
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HIV Health Services Planning Council
Community Outreach & Advocacy Committee DRAFT Agenda
Wednesday, May 9th, 2007
25 Van Ness Avenue Room 330B
5:30-7:30pm

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1. **Welcome and Introductions**	Co-Chairs	5:30
2. **Review/Approve Agenda**	Group	5:33
3. **Review/Approve *March 14th, 2007* Minutes and April 11, 2007 Notes**	Group	5:35
4. **Announcements**	Group	5:37
5. **Public Comment**	Public	5:40
6. **Steering Committee Update**	Co-Chairs	5:45
7. **Advocacy Project Report**	Joe Lynn	5:55

- *The Committee will receive and review the monthly report from the Consumer Rights Advocacy Project.*

8. **Discussion of 2007 Women's Forum** Enrique Asis, Training and Evaluation Coordinator	Group	6:10

- *Review Evaluations*

9. **Discussion Regarding the Priority Populations for 2007 Comm. Meetings**	Group	6:30

- Report back regarding contacts for Youth and Incarcerated

10. **Update and Discussion and Planning of Town Hall**	Group	6:35

- Update of HAPN meeting and co-sponsorship
- Logistics/Format
- Outreach to consumers – strategies

11. **Discussion and Consideration for New Committee Meeting Schedule**	Group	6:50
12. **Next Meeting Date and Agenda Items**	Group	6:55

Committee will identify potential agenda items for the Wednesday, May 9th, 2007 meeting.

13. **Adjourn**		7:00

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee DRAFT Minutes
Wednesday, May 9th, 2007
25 Van Ness Avenue Room 330B

5:30-7:30pm

Council Members Present: Barnes, Cooper, Newell, Penagos

Council Members Absent: Flores (excused)

Other Council Members Present: Pearce

Others Present: Dean Goodwin (SF DPH HHS)

Council Support Staff: Ray West, Joe Lynn

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1. **Welcome and Introductions**

   The meeting was called to order by CM Newell (Co-Chair) and everyone introduced themselves.

2. **Review/Approve Agenda**

   The agenda was reviewed and approved by consensus.

3. **Review/Approve *March 14th, 2007* Minutes and April 11, 2007 Notes**

   The March 14th, 2007 Minutes were approved by consensus.

   The April 11th, 2007 Minutes were approved by consensus.

4. **Announcements**

   CM Cooper will be participating in the AIDS LifeCycle.

5. **Public Comment**

   There was no public comment.

6. **Steering Committee Update**

   The Steering Committee draft Minutes were presented for review by the Community Outreach & Advocacy Committee.

7. **Advocacy Project Report**

   The HIV Consumer Rights Advocate, Joe Lynn, presented the April 2007 Report.

   The report included an update on the following:

   - Prior Months Cases (4) – still pending
     - Ward 86 (2)
     - University of Pacific (1)
     - Richard Cohen (1)

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- New Grievances
  - No new grievances in April
  - 4 new complaints made to date without filing grievances
- Referral Calls (6)
  - ALRP (3)
  - HOPWA (1)
  - Positive Resource (1)
  - San Francisco AIDS Foundation (1)

8. Discussion of 2007 Women's Forum

The Summary of the Women's Forum Evalution Forms of the Community forum held on March 22nd, 2007 were presented for the Committee review.

This entire Summary is available online at www.sfcarecouncil.org/supporting documents/2007 Womens Forum Evaluation.

9. Discussion Regarding the Priority Populations for 2007 Comm. Meetings

Report back regarding contacts for Youth and Incarcerated was presented.

- CM Barnes contacted Larkin Street Youth Services (LSYS)
  - Contacts - Dee and Chandra at LSYS
  - Information will be forwarded to Jack Newby for follow-up when information is received.
  - This Community Meeting is tentatively being planned for the 2nd Wednesday in June?
  - Focus will be educational.
  - Reggie data will be used and Dean Goodwin will acquire from Celinda Cantu, SFDPH and information will be forwarded to Council Support for further distribution to Committee members.
  - The format will be similar to the Women's Forum presented on March 22nd, 2007.
  - CM Cooper who will contact the Director of Ark of Refuge for other community contact participation with the event.
- CM Penagos presented the report regarding the incarcerated. Southeast Center of Excellence and Tenderloin Center of Excellence should be contacted for further information regarding the formerly incarcerated HIV population.

10. Update and Discussion and Planning of Town Hall

CM Newell presented the update on the planning of the Town Hall

CM Manley to send out information on THRIVE network.

- Update of HAPN meeting and co-sponsorship
- Logistics/Format
- Outreach to consumers – strategies

11. Discussion and Consideration for New Committee Meeting Schedule

This item was tabled at this time.

12. Next Meeting Date and Agenda Items

Tentatively scheduled for Wednesday, June 13th, 2007

13. Adjourn

The meeting was adjourned at 7:10 p.m.

HIV Health Services Planning Council
Community Outreach & Advocacy Committee DRAFT Agenda
Wednesday, June 13th, 2007
25 Van Ness Avenue Room 330B

5:30-7:30pm

3:45 p.m. nst

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1. **Welcome and Introductions**	Co-Chairs	5:30
2. **Review/Approve Agenda**	Group	5:33
3. **Review/Approve *May 9th, 2007 Minutes***	Group	5:35
4. **Announcements**	Group	5:37
5. **Public Comment**	Public	5:40
6. **Steering Committee Update**	Co-Chairs	5:45
7. **Advocacy Project Report**	Joe Lynn	5:55

25

- *The Committee will receive and review the monthly report from the Consumer Rights Advocacy Project.*

/07

8. **Discussion of Town Hall Meeting**	Group	6:10

- *Review Evaluations*

9. **Discussion Regarding the Priority Populations 2007 Community Meetings**	Group	6:30

- Report back regarding contacts for Youth and Incarcerated
- Discussion of Data Runs from HIV HEALTH SERVICES DATABASE Reporting Period 1/1/06 – 12/31/06
- Discussion of locations/dates for Community Meetings

10. **Next Meeting Date and Agenda Items**	Group	6:55

Committee will identify potential agenda items for the Wednesday, July 11th, 2007 meeting.

11. **Adjourn**	7:00

Mission Statement: *To ensure that the voice of the community and consumers are part of the work of the Council*

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee
Draft Notes
Wednesday, June 13th, 2007
25 Van Ness Avenue Room 330B

5:30-7:30pm

Committee Members present: Steve Manley, Maritza Penagos, Aimee Barnes

Committee Members absent: Catherine Newell (Co-Chair), Wade Flores (Co-Chair), Billie J. Cooper

Other Council Members present: none

Others present: none

Council Support Staff: Ray West, Joe Lynn, Lili Belo

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25 **1. Welcome and Introductions**

Meeting was called to order at 5:44 p.m. by CM Penagos. Quorum was not established. Everyone introduced themselves.

2. Review/Approve Agenda

The Agenda was not approved.

3. Review/Approve *May 9th, 2007 Minutes*

May 9th, 2007 minutes were not approved.

4. Announcements

There were no announcements.

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5. Public Comment

There was no public comment.

6. Steering Committee Update

The Steering Committee update was provided at the last CARE Council meeting.

7. Advocacy Project Report

- The Committee received and reviewed the monthly report from the Consumer Rights Advocate, Joe Lynn.

  The report included follow-up regarding the details and legal issues surrounding a consumer who died in Marin County earlier in the year. In particular, an issue is whether the right to privacy survives death.

  Also discussed:

  - Patterns in consumer grievances and suggested mechanisms to inform consumers of their rights.
  - Ways of informing consumers of their rights and grievance procedures including having agencies post grievance procedures in the work place.

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- Cultural competency regarding any agency that suspends people. Concern for consumers who do not speak up for their rights was also expressed.
- Approaches to improving the grievance process and educating consumers on their rights including ways to incorporate Reggie.

8. Discussion of Town Hall Meeting

The Town Hall meeting was described as a successful tool for informing and motivating the community.

9. Discussion Regarding the Priority Populations 2007 Community Meetings

- A report from Dean Goodwin regarding Youth and Incarcerated for the SF EMA was presented to the Committee for review and the contexts of the statistics were discussed.

  The Committee discussed collecting data on HIV positive inmates. Several approaches to conducting this study were explored. One approach discussed was conducting a group of formerly incarcerated HIV positive people through Tenderloin Health.

- Discussion of Data Runs from HIV HEALTH SERVICES DATABASE
  Reporting Period 1/1/06 – 12/31/06

  The Committee inquired whether Reggie data includes general funds services and all HIV service funds or just Ryan White CARE funds.

  ACTION ITEM

  Council Support to verify with SF DPH origin of data sources.

- Discussion of locations/dates for Community Meetings:

  A memorandum from Jack Newby was presented which proposed three options for the Community meeting. The Committee reviewed the 3 options and agreed to discuss them with Co-Chairs Newell and Flores.

  The Committee considered the options in terms of which meeting they thought would yield the most youth attendees.

  The three options were placed in ranking order:

  1. Meeting on the 3rd or 4th Tuesday of July, from 10-11 AM.
  2. Positive Living Youth Group at Larkin Street, every Friday 10:30-11:30 AM.
  3. Regularly scheduled July 11th meeting.

  The Youth meeting will resemble a forum and discuss Youth issues in the SF EMA.

10. Next Meeting Date and Agenda Items

Committee identified potential agenda items for the Wednesday, July 11th, 2007 meeting.

- Discuss upcoming Youth meeting.
- Report on evaluations and advocacy.
- Planning a follow-up for the Community meeting.

11. Adjourn

Meeting adjourned at 6:30 PM.

HIV Health Services Planning Council
Community Outreach & Advocacy Committee DRAFT Agenda
Wednesday, July 11, 2007
25 Van Ness Avenue Room 330B

5:30-7:30pm

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1. Welcome and Introductions	Co-Chairs	5:30
2. Review/Approve Agenda	Group	5:33
3. Review/Approve *May 9th, 2007 Minutes and June 13, 2007 Notes*	Group	5:35
4. Announcements	Group	5:37
5. Public Comment	Public	5:40
6. Steering Committee Update	Co-Chairs	5:45
7. Advocacy Project Report	Joe Lynn	5:55

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- *The Committee will receive and review the monthly report from the Consumer Rights Advocacy Project.*

8. Discussion of Town Hall Meeting	Group	6:10

- *Review Evaluations*

9. Discussion Regarding the Priority Populations 2007 Community Meetings	Group	6:30

- Youth
  - Review/Discuss Format for July 27th, 2007 Community Meeting at Larkin Street Youth Services.
- Incarcerated
  - Update on Incarcerated
- Update on prior discussion regarding Data Runs from HIV HEALTH SERVICES DATABASE
  Reporting Period 1/1/06 – 12/31/06

10. Next Meeting Date and Agenda Items	Group	6:55

The next Community Outreach and Advocacy Committee meeting will be held on Friday, July 27th, 2007, 10:30-noon, Larkin Street Youth Services, 129 Hyde Street between Turk and Golden Gate.

11. Adjourn	7:00

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the lives of people living with HIV/AIDS.

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HIV Health Services Planning Council
Community Outreach and Advocacy
Community Meeting
Larkin Street Youth Services
129 Hyde Street
Friday, July 27th, 2007
10:30-11:30 p.m.

10:30 a.m. **Welcome and Introductions**

10:35 a.m. **Introduction of HIV Consumer Advocate, Joe Lynn.**

Mr. Lynn will discuss how his role as HIV Consumer Advocate serves the HIV community.

10:40 a.m. **HIV CARE Council Overview**

10:45 a.m. **Round-Table Discussion**

This will be an opportunity for participants to discuss HIV concerns in an informal discussion setting.

11:20 a.m. **Evaluations**

Evaluations will be distributed to participants to determine next steps and also the effectiveness of the forum.

11:25 a.m. **Wrap-up**

The meeting discussions will be summarized for those attending.

11:30 a.m. **Adjourn**

KNOW HIV AIDS

For more information about this community forum or about joining the San Francisco HIV Health Services Planning Council, please contact 415.674.4768 or visit our website at www.sfcarecouncil.org.

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee DRAFT Agenda
Wednesday, August 8th, 2007
25 Van Ness Avenue Room 330B

5:30-7:30pm

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1. **Welcome and Introductions** — Co-Chairs — 5:30
2. **Review/Approve Agenda** — Group — 5:33
3. **Review/Approve *May 9th, 2007 Minutes and June 13, 2007 Notes*** — Group — 5:35
4. **Announcements** — Group — 5:37
5. **Public Comment** — Public — 5:40
6. **Steering Committee Update** — Co-Chairs — 5:45
7. **Advocacy Project Report** — Joe Lynn — 5:55
   - *The Committee will receive and review the monthly report from the Consumer Rights Advocacy Project.*
8. **Discussion of Youth Community Meeting Outcomes** — Group — 6:15
   - *Review Evaluations of COA Community meeting held at Larkin Street Youth Services on July 27, 2007.*
9. **Discussion of 2007 Women's Needs Assessment Results from Harder+Co.** — Group — 6:35
   - *Review Data presented to CARE Council regarding Women's Needs Assessment.*
10. **Discussion Regarding the Next Priority Population 2007 Community Meeting** — Group — 7:00
    - Incarcerated
      - Establish Location/Date
      - Establish Agenda
11. **Discussion and Review of PWA Caucus Recommendations for Summit** — Group — 7:15
12. **Next Meeting Date and Agenda Items** — Group — 7:25

    The next Community Outreach and Advocacy Committee meeting will be held on Wednesday, September 12th, 2007 from 5:30 until 7:30 at SF DPH, 25 Van Ness, Room 330B, San Francisco.
13. **Adjourn** — 7:30

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee DRAFT Minutes
Wednesday, August 8th, 2007
25 Van Ness Avenue Room 330B

5:30-7:30pm

Committee Members present: Newell (Co-Chair), Penagos, Manley
Committee Members absent: Flores (Co-Chair) excused, Cooper
Other Council Members present: Siron
Others present: None
Council Support Staff: Jack Newby, Joe Lynn, Carlos Cabezas

---

1. Welcome and Introductions

22.25 The meeting was called to order at 5:37 by Jack Newby, Director, SF HIV Health Services Planning Council and everyone introduced themselves.

2 Quorum was established by roll call at 6:00 p.m.

8/07 draft

2. Review/Approve Agenda

The Agenda was reviewed and approved by consensus.

3. Review/Approve *May 9th, 2007 Minutes and June 13, 2007 Notes*

The June 13, 2007 Notes were reviewed and approved by consensus.

The May 9th, 2007 Minutes reviewed and approved by consensus.

4. Announcements

There were no announcements.

5. Public Comment

There were no public comments.

6. Steering Committee Update

There was no Steering Committee update.

7. Advocacy Project Report

The Committee received and reviewed the monthly report from the Consumer Rights Advocate, Joe Lynn.

- The report included an update on a case dealing with Open Hand's objection to a word written on the backpack of a homeless gentleman receiving service at Open Hand. Because the gentleman was requesting an extra meal, he was bringing his backpack with a license plate attached to it containing the word in question. Although the ACLU will not take the case, it will assist in an educational project. Joe is trying to find locker space for the gentleman and will carry the case. The case is currently on hold.

  Also discussed:

  - Percentage of Open Hand clients that is homeless. Figure unknown, but it may be obtained.
  - Planning Committee can give instructions to grantees. Focus in dental services is dental care to clients rather than teaching opportunities for students.

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https://sfpl-exchange.sfpl.org/exchange/sfdocuments/Inbox/COA Meeting Notice.EML/1_multipart_xF8FF_3_August 8 2007 COA Draft Minutes.doc/C58EA28C-18C0-4a97-9AF2-036E93DDAFB3/August 8 2007 COA Draft Minutes.doc?attach=1

- The "non teaching policy" re: clients being denied dental care if their needs are beyond what the dentists can provide. Also if the student gets into a personality problem with patient, they will deny the m services. Joe will follow up on the report.

8. Discussion of Youth Community Meeting Outcomes

The committee reviewed and discussed outcomes of the July 27th 2007 Youth Community Meeting held at the Larkin Street Youth Services.

- One person said that the meeting space was comfortable and 2 said the environment was friendly.
- Committee members were very impressed with the amount of people that attended and saw some potential council members among the group of attendees.
- A suggestion was made that the committee should discuss providing food vouchers for people attending meetings; especially for meetings regarding youth outreach.
- Committee members felt that the COA Community meeting was very successful, the information was compelling.

9. Discussion of 2007 Women's Needs Assessment Results from Harder+Co.

The Committee reviewed the data presented to CARE Council regarding Women's Needs Assessment.

- Committee members recognized that the work done by the Outreach and Advocacy Committee was heavily responsible for the inclusion of several sections and issues produced in the Women's Needs Assessment Report.

10. Discussion Regarding the Next Priority Population 2007 Community Meeting

A date and location has not yet been established, however, the target date will be in October and the location will most likely be at Tenderloin Health. An Agenda has not yet been established.

ACTION ITEM
Martiza Penagos is working with Tracy Brown and will contact the point person (Jeannie Little) within the next week to obtain the information.

11. Discussion and Review of PWA Caucus Recommendations for Summit

The committee reviewed and discussed the PWA Caucus Recommendations for the Summit meeting.

- It was noted that Barbara Garcia is supportive of the recommendations made for General Funds.
- With respect to COEs advisory boards, the Planning Committee recommends that some of the General Funds go to COEs.
- A point was made that these funds were made for COEs as a whole and not for the providers.
- It was also recommended that $50,000 fund be put in for the new resource guide project which is no longer being provided by the S. F. AIDS Foundation.
- The committee was informed that POZ.com information regarding providers and services is listed under appropriate zip code areas.

12. **Next Meeting Date and Agenda Items**

The next Community Outreach and Advocacy Committee meeting will be held on **Wednesday, September 12th, 2007 from 5:30 until 7:30 at SF DPH, 25 Van Ness, Room 330B, San Francisco**.

13. **Adjourn**

Meeting adjourned at 6:10 PM.

09-11-07 08:47 RCVD

HIV Health Services Planning Council
Community Outreach & Advocacy Committee DRAFT Agenda
Wednesday, September 12th, 2007
25 Van Ness Avenue Room 330B
5:30-7:30pm

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2.25
12/07 aft

1. Welcome and Introductions	Co-Chairs	5:30
2. Review/Approve Agenda	Group	5:33
3. Review/Approve *August 8th, 2007 Minutes*	Group	5:35
4. Announcements	Group	5:37
5. Public Comment	Public	5:40
6. Steering Committee Update	Co-Chairs	5:45
7. Advocacy Project Report	Joe Lynn	5:55

- *The Committee will receive and review the monthly report from the Consumer Rights Advocacy Project.*

8. Discussion Regarding the Next Priority Population 2007 Community Meeting	Group	6:15

- Incarcerated
  - Establish Location/Date
  - Establish Agenda

9. Next Meeting Date and Agenda Items	Group	6:45

The next Community Outreach and Advocacy Committee meeting will be held on Wednesday, October 10th, 2007 from 5:30 until 7:30 at SF DPH, 25 Van Ness, Room 330B, San Francisco.

10. Adjourn	7:00

Mission Statement: *To ensure that the voice of the community and consumers are part of the work of the Council*

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San Francisco Department of Public Health, AIDS Office
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Line to Market and Van Ness and the Metro stations at Van Ness and Market and at Civic Center.
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HIV Health Services Planning Council
Community Outreach & Advocacy Committee
DRAFT Minutes
Wednesday, September 12th, 2007
25 Van Ness Avenue Room 330B

5:30-7:30pm

Committee Members Present: Banks, Cooper, Lynn, Manley, Newell, Scherich

Committee Members Absent: Asis, Penagos

Other Council Members Present: Mabry, Siron

Others Present: Christopher Gartner

Council Support Staff Present: Jack Newby, Ray West, Joe Lynn and Sally Frye

---

1. **Welcome and Introductions**

   The meeting was called to order by CM Newell at 5:33 p.m and everyone introduced themselves.

2. **Review/Approve Agenda**

   The current Agenda was reviewed by all present and approved by consensus.

3. **Review/Approve *August 8th, 2007 Minutes***

   The Minutes of August 8, 2007 were reviewed but not approved. This item will be added to the next Committee meeting agenda.

   It was noted that a quorum was not reached in the previous meeting, and Stachia Scherich's name was missing as she was absent.

4. **Announcements**

   CM Manley announced an on-line support group for persons living with HIV/AIDS.

   CM Newell spoke about a new 12-step program for those with HIV.

   CM Banks made an announcement that individuals with HIV ought to have a sense of support from the various organizations, but also be provided information/news about the political process. Banks believes it is incumbent upon the Committee to ensure this gets done. Newby states that these activities may fall under "education". It was decided to table this discussion until the next meeting (see item 9 in these Minutes).

   CM Banks also brought up funding issues, with the overall background of Ryan White CARE and other cuts. CM Cooper talked about the voucher system and how this is rarer now. This was discussed briefly.

5. **Public Comment**

   There was no public comment.

6. **Steering Committee Update**

   There was no Steering Committee update.

7. **Advocacy Project Report**

   The Committee received and reviewed the monthly report from the Consumer Rights Advocacy Project.

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Mr. Lynn described a case where the individual was unduly punished – his rights to have visitors were taken away, as well as a threat made to evict the client. The client's original grievances concerned financial irregularities and being disrespected by staff.

Also discussed was a grievance involving the University of Pacific Dental School. This incident involved a lack of sanitation in the scope of performing oral procedures. The advocate is pursuing this with the client further on September 13, 2007.

The third case relates to a prior incidence reported to the CARE Council earlier in the year regarding housing assistance and the Marin AIDS Project, where there was a failure to assist with a dying roommate. The advocate has received a release from the father of the deceased and is currently investigating the matter further.

An issue regarding perceived hate speech that resulted in the suspension of services by Project Open Hand has been suspended because the client moved out of the EMA recently. However, Mr. Lynn is planning to meet with a member of the ACLU to help define the parameters of what is allowed and not allowed in this matter.

The report also discussed issues related to eight residents at Peter Claver House.

8. Discussion Regarding the Next Priority Population 2007 Community Meeting

- Incarcerated Client(s)
  - Establish Location/Date – To be set up before the next CO&A Committee meeting, on October 10, 2007.

  Discussion included:

  - telephone logistics
  - prior notice to be sent out before the community meeting.
  - preparation of a questionnaire for incarcerated individuals.

9. Next Meeting Date and Agenda Items

Community education in the HIV/AIDS service environment is to be discussed in depth at the next COA Committee meeting.

The November meeting is tentatively scheduled for November 7, 2007.

The next Community Outreach and Advocacy Committee meeting will be held on Wednesday, October 10th, 2007 from 5:30 until 7:30 at SF DPH, 25 Van Ness, Room 330B, San Francisco.

10. Adjournment

The meeting was adjourned by Co-Chair Newell at 6:20 p.m.

HIV Health Services Planning Council
Community Outreach & Advocacy Committee DRAFT Agenda
Wednesday, October 10th, 2007
25 Van Ness Avenue Room 330B

5:30-7:30pm

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1. **Welcome and Introductions**	Co-Chairs	5:30
2. **Review/Approve Agenda**	Group	5:33
3. **Review/Approve May 9th, 2007, June 13th, 2007, August 8, 2007 and *September 12th, 2007 Minutes/Notes***	Group	5:35
4. **Announcements**	Group	5:37
5. **Public Comment**	Public	5:40
6. **Steering Committee Update**	Co-Chairs	5:45
7. **Advocacy Project Report**	Joe Lynn	5:55

- *The Committee will receive and review the monthly report from the Consumer Rights Advocacy Project.*

8. **Discussion Regarding the Next Priority Population 2007 Community Meeting - VOTE**	Group	6:15

- Incarcerated
  - Update of Location/Date
  - Establish Agenda
  - Review/Develop Questionnaires

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9. **Cultural Competency Update – Next Steps**	Group	6:45
10. **Next Meeting Date and Agenda Items**	Group	7:05

The next Community Outreach and Advocacy Committee meeting will be held on Wednesday, November 7th, 2007 from 5:30 until 7:30 at SF DPH, 25 Van Ness, Room 330B, San Francisco.

11. **Adjourn**	7:15

Mission Statement: *To ensure that the voice of the community and consumers are part of the work of the Council*

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee
Wednesday, October 10th, 2007
25 Van Ness Avenue Room 330B

5:30-7:30pm

MINUTES

Committee Members Present: Banks, Mabry, Manley, Newell, (Co-Chair), Penagos, Scherich, Cooper

Committee Members Absent: Flores, Navarro

Other Council Members Present: None

Others Present: Christopher Gortner (SF DPH HHS)

Council Support Staff Present: Jack Newby, Joe Lynn, Channing Wayne

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1. **Welcome and Introductions**

   The meeting was called to order by CM Newell and everyone introduced themselves. Quorum was established.

2. **Review/Approve Agenda**

   The agenda was reviewed and unanimously approved.

3. **Review/Approve May 9th, 2007, June 13th, 2007, August 8, 2007 and *September 12th, 2007 Minutes/Notes***

   - The May 9th minutes were reviewed and approved by consensus.
   - The June 13th notes were reviewed and approved by consensus.
   - The August 8th minutes were reviewed and approved by consensus.
   - The September 12th minutes were reviewed and it was amended to reflect that CM Penagos was present. The minutes were approved by consensus as amended.

4. **Announcements**

   Jack Newby introduced Channing Wayne as the new Council Support Administrative Assistant.

5. **Public Comment**

   There was a comment about objections to having a meeting on Christmas Eve.

6. **Steering Committee Update**

   There was no Steering Committee Update.

7. **Advocacy Project Report**

   The Committee reviewed the monthly report from the Consumer Rights Advocacy Project.

PRIOR MONTH'S CASES

No	Problem Area	Agency	Outcome	*Date Filed*
1	Primary Medical Car Housing Assistance, and Case Management	Richard Cohen	Pending	*10/06*
2	Food Assistance	Project Open Hand	Pending	6/07
3	Dental Care	University of the Pacific	Pending	*8/07*

NEW GRIEVANCES

No	Problem Area	Agency	Outcome	*Date Filed*
A	Housing Assistance, Case Managemei	Catholic Charities (Peter Claver)	Pending	*9/07*
B	Dental Care	University of the Pacific	Pending	*9/07*

COMPLAINTS MADE WITHOUT FILING FORMAL GRIEVANCES

No	Problem Area	Agency	Outcome	*Date Filed*
I	Housing Assistance	Marin AIDS Project	Pending	*3/07*
II	Case Management	Catholic Charities (Dere Silva)	Resolved	*9/07*
III	Unknown (Client Has memory loss)	Unknown	Resolved	*9/07*

Discussion included:

- Prior Months Cases No. 1 is no longer a concern as the agency has backed off.
- A formal grievance will be filed on behalf of the client of Peter Claver where an employee had convinced him to increase his life insurance and name him as the beneficiary. The employee no longer works for Catholic Charities (Peter Claver.
- There was a grievance filed by a patient of University of the Pacific who had received a letter from the dental clinic indicating that unsterilized equipment had been used during his last visit.

Referrals:

AGENCY TO WHICH REFERRAL WAS MADE	NO. OF REFERRALS
ALRP	**3**
Shanti	**2**
Total	5

8. **Discussion Regarding the Next Priority Population 2007 Community Meeting**
    - Incarcerated
        - Update of Location/Date
            - Goal is to have meeting on November 19th from 10:30 am to 12:30 pm at Tenderloin Health. Mr. Newby is waiting for confirmation from Tenderloin Health.
        - Establish Agenda
            - This item is in development.
        - Review/Develop Questionnaires
            - Discussion included whether the same questions should be asked of currently incarcerated individuals. It was stated that these questions do not reflect the needs of the incarcerated. The difference between scientific studies versus a population specific study was explained.

    Action: **Motion was made to ask the incarcerated the same set of questions that were asked of other populations.**

    Vote
    Ayes=5
    Nays=0
    Abstentions=2 (Banks, Mabry)
    Motion passes.

9. **Cultural Competency Update – Next Steps**

    The Cultural Competency training will be October 22nd from 9:00 am until 5:00 pm at 455 Golden Gate Avenue on the lower level in San Diego rooms B&C.

10. **Next Meeting Date and Agenda Items**
    - **Next Agenda**
        - Incarcerated
            - Update of Location/Date
                - Goal is to have meeting on November 19th from 10:30 am to 12:30 pm at Tenderloin Health. Jack is waiting for confirmation from Tenderloin Health.
            - Establish Agenda
    - The next Community Outreach and Advocacy Committee meeting will be held on Wednesday, November 7th, 2007 from 5:30 until 7:30 at SF DPH, 25 Van Ness, Room 330B, San Francisco.

11. **Adjourn**

    The meeting was adjourned at 6:45 by CM Newell.

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee
DRAFT Agenda
Wednesday, November 7th, 2007
25 Van Ness Avenue Room 330B
5:30-7:30pm

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1. Welcome and Introductions	Co-Chairs	5:30
2. Review/Approve Agenda	Group	5:33
3. Review/Approve October 10th Minutes	Group	5:35
4. Announcements	Group	5:37
5. Public Comment	Public	5:40
6. Steering Committee Update	Co-Chairs	5:45
7. Advocacy Project Report	Joe Lynn	5:55

- *The Committee will receive and review the monthly report from the Consumer Rights Advocacy Project.*

8. Continued Discussion Regarding the Next Priority Population 2007 Community Meeting - VOTE	Group	6:15

- Incarcerated
  - Update of Location/Date
  - Establish Agenda
  - Review/Develop Questionnaires

9. Next Meeting Date and Agenda Items	Group	7:05

The next Community Outreach and Advocacy Committee meeting will be held on Wednesday, December 12th, 2007 from 5:30 until 7:30 at SF DPH, 25 Van Ness, Room 330B, San Francisco.

10. Adjourn	7:15

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee
DRAFT Minutes
Wednesday, November 7th, 2007
25 Van Ness Avenue Room 330B

5:30-7:30pm

Committee Members Present: Banks, Cooper, Mabry, Flores (Co-Chair), Manley, Navarro, Penagos

Committee Members Absent: Newell, Scherich

Other Council Members Present: None

Others Present: Elaine Flores, Chris Gortner (DPH)

Council Support Staff Present: Jack Newby, Channing Wayne

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1. Welcome and Introductions

The meeting was called to order at 4:30 PM by Co-Chair Flores and everyone introduced themselves. Quorum was established.

2. Review/Approve Agenda

The agenda was reviewed and approved unanimously.

3. Review/Approve October 10th, 2007 Minutes

The October 10th, 2007 Minutes were unanimously approved.

4. Announcements

Council Member Banks suggested that a gift be bought for Joe Lynn. Jack Newby stated that Council Support planned to circulate a card at the next council announcements.

Jack Newby stated that HRSA had approved funding for an HIV/AIDS Resource Guide for San Francisco. Chris Gortner stated that the DPH is currently working on the resource guide.

Co-Chair Flores announced that Marin County had updated their resource guide.

5. Public Comment

There was no public comment.

6. Steering Committee Update

There was no Steering Committee Update.

7. Advocacy Project Report

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- The Committee was unable to review the monthly report from the Consumer Rights Advocacy Project. Jack Newby gave an oral presentation. The presentation included:
    - Joe Lynn is on medical leave and a temporary replacement (Dennis Wheeler) had been hired and Richard Bargetto (former Advocate) will assist in training Mr. Wheeler.
    - A report of the November Advocate Project Report will be available at the December meeting.

8. Continued Discussion Regarding the Next Priority Population 2007 Community Meeting

- Incarcerated
    - Update of Location/Date
    - Establish Agenda
    - Review/Develop Questionnaires

Jack Newby announced that we have had difficulties in getting in touch with Tenderloin Health where the Community Meeting was to be held. He announced that Council Member Naim Harrison works closely with the prison population and Mr. Newby has requested his assistance in this area. Unfortunately, we do not have a replacement date and location to hold this meeting. If we are unable to get a confirmed date, time, and location by the next Wednesday then we will have to move the meeting to January.

Action: To get a confirmation by next Wednesday but if not successful the Community Meeting will be moved to January.

Vote:
Ayes: 7
Nays: 0
<u>Motion Passes Unanimously</u>

9. Next Meeting Date and Agenda Items

- The next Community Outreach and Advocacy Committee meeting will be held on Wednesday, December 12th, 2007 from 5:30 until 7:30 at SF DPH, 25 Van Ness, Room 330B, San Francisco.
- Agenda items to be included:

  Fort Miley

10. Adjourn

The meeting was adjourned at 6:15 PM by Co-Chair Flores.

HIV Health Services Planning Council
Community Outreach & Advocacy Committee
DRAFT Agenda
Wednesday, December 12th, 2007
25 Van Ness Avenue Room 330B
5:30-7:30pm

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1. Welcome and Introductions	Co-Chairs	5:30
2. Review/Approve Agenda	Group	5:33
3. Review/Approve November 17th, 2007 Minutes	Group	5:35
4. Announcements	Group	5:37
5. Public Comment	Public	5:40
6. Steering Committee Update	Co-Chairs	5:45
7. Advocacy Project Report	Joe Lynn	5:55

.25

- *Introduction of HIV Consumer Rights Advocate, Dennis Wheeler*
- 12/07 *The Committee will receive and review the monthly report from the Consumer Rights Advocacy Project.*

8. Discussion/Determination of PLWHA Caucus Meeting Procedures and Upcoming Meeting Schedule - VOTE	Group	6:15

- *PLWHA Caucus Meeting Procedures - **VOTE***
- *Establish PLWHA Next Meeting/Date and Location - **VOTE***

9. Discussion/Potential Recommendations to Include Previously Incarcerated, and Other Priority Populations as determined, as part of the upcoming Needs Assessment - VOTE	Group	6:45

- *The Committee will have the opportunity to discuss and make potential recommendations to include previously incarcerated, and other priority populations as determined, as part of the upcoming needs assessment.*

10. Update Status of San Francisco EMA HIV/AIDS Resource Guide	Group	7:10

- *The Committee will be updated on the current status of the San Francisco EMA HIV/AIDS Resource Guide*

11. Next Meeting Date and Agenda Items	Group	7:20

The next Community Outreach and Advocacy Committee meeting will be held on Wednesday, January 9th, 2008 from 5:30 until 7:30 at SF DPH, 25 Van Ness, Room 330B, San Francisco.

12. Adjourn	7:30

Mission Statement: *To ensure that the voice of the community and consumers are part of the work of the Council*

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The committee will ensure that consumers and other community members have the opportunity to give input to the Council, be educated on the issues that affect the HIV/AIDS community, and are empowered to be a voice for the needs of the HIV/AIDS community that can affect positive change and ensure public policies that enhance the lives of people living with HIV/AIDS.

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee
DRAFT Minutes
Wednesday, December 12th, 2007
25 Van Ness Avenue Room 330B
5:30-7:30pm

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Committee Members Present: Banks, Newell (Co-Chair), Navarro, Manley, Penagos, Mabry, Cooper, Scherich

Committee Members Absent: Flores

Other Council Members Present: Siron

Others Present: Christopher Gortner (SF DPH HHS)

Council Support Present: Jack Newby, Dennis Wheeler, Channing Wayne

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1. Welcome and Introductions

The meeting was called to order at 5:30 by Co-Chair Newell and everyone introduced themselves. Quorum was established.

2. Review/Approve Agenda

The agenda was reviewed and unanimously.

3. Review/Approve November 7th, 2007 Minutes

The November 7th, 2007 Minutes were reviewed and it was noted that the Women and Minority Affairs Caucus was discussed and was supposed to be included on tonight's agenda. The Minutes will be updated to reflect this oversight. The Minutes were approved unanimously as amended.

4. Announcements

There were no announcements.

5. Public Comment

There was no public comment.

6. Steering Committee Update

There was no Steering Committee update.

7. Advocacy Project Report

- Introduction of HIV Consumer Rights Advocate, Dennis Wheeler
- The Committee received and reviewed the monthly report from the Consumer Rights Advocacy Project.

- Client who was evicted from his housing had been receiving housing assistance from the San Francisco AIDS agency was assisted by Mr. Wheeler. He had lost credibility due to violent outbursts of temper and has exhausted his financial options thereby losing his subsidy. Mr. Wheeler says that he will continue working with this client. Client has been offered $500 to move out by December 15th 2007, and it will not show up on his record as an eviction. He will more than likely need to move into an SRO.
- New complaint against Native American Health Center by a client who has learning disabilities. Client was not receiving what he thought was appropriate level of care. Client needs counseling, case management and after sitting down with the director of NAHC, Mr. Wheeler and the client, was able to be referred into counseling due to the efforts of the director of the NAHC.
- CM Penagos offered the idea that the NAHC dental part did not receive Ryan White Part A & B funds and wondered how the Planning Council was able to intervene on the client's behalf although she thought it was great that Mr. Wheeler advocated on his behalf.
- Mr. Newby replied that what we have done is to help clients and the agency. Although they may not receive Ryan White Part A & B funding if the agency agrees to have the Advocacy Office intervene, we are eager to do so.
- There have been major complaints about noise levels at Peter Claver House. Most of the ones complaining would like to be moved although with limited availability, it is difficult to move clients en masse. One of the clients is moving to Derek Silva to get away from the noise levels and dealing with this while battling an illness.
- Reporting about the 5 month old case regarding the client in Marin who had the dying roommate, the decedent's father has given permission to access the deceased's medical records to more fully give an accurate picture of what happened so that the Advocacy Office can better assist the complainant. Mr. Wheeler stated that Mr. Lynn had done a lot of work on behalf of this client and that he is attempting to continue on the path that Mr. Lynn had lain.
- Reporting about the client with bedbugs. Technically we do not have the jurisdiction to advocate on his behalf as the subsidy is from the Housing Authority. Client has been displaced until the 2 cycles of treatment. He is considering legal options with ALRP.

Mr. Newby thanked Mr. Wheeler for jumping in and doing a really great job. He also thanked Richard Bargetto for stepping up to the plate and help train Mr. Wheeler. Council Member Siron suggested a Thank you card for Mr. Bargetto. Mr. Newby will send.

8. Discussion/Determination of PLWHA Caucus Meeting Procedures and Upcoming Meeting Schedule

- PLWHA Caucus Meeting Procedures – **VOTE**
    - Mr. Newby stated that if there is a desire to hold a meeting, Council Support will set it up. Originally it was suggested that Mr. Newby would chair the meeting, however he is not comfortable with that role.

- CM Manley suggested that the meeting be postponed until January 2008 and that he would gladly offer a suggested agenda. He also felt that the first thing to do would be to elect a chair. He offered to accept any ideas for the agenda.
- CM Banks suggested that this has not been taken up at the Full Council Meeting. Further discussion included that it was only announced at the meeting but that the restructuring of the Council was never taken on. Several members decided that last year it was more of a social group or support group not an official working group.
- There was discussion as to whether it should be an informal working group rather than a formal business committee. If the Caucus is going to get together as a group as a policy making mode then it should be formalized and have minutes.
- Council Member Manley will bring this item to Policy and Evaluation tomorrow to get further clarity.

Action: Call the question (Penagos/Scherich)

Vote:
Ayes: 8
Nays: 1 (Banks)
Motion passes.

Action: Set up a PLWHA caucus for January and that CM Manley take it to Policy and Evaluation Committee on December 13, 2007. (Siron/Cooper)

Vote:
Ayes: 8
Nays: 1 (Banks)
Motion passes.

- Establish PLWHA Next Meeting/Date and Location – **VOTE**
  - This item was tabled until it went through Policy and Evaluation

9. Discussion/Potential Recommendations to Include Previously Incarcerated, and Other Priority Populations as determined, as part of the upcoming Needs Assessment

- The Committee had the opportunity to discuss and make potential recommendations to include previously incarcerated and other priority populations as determined, as part of the upcoming needs assessment. Discussion included:
  - Co-Chair Newell announced that Luther Brock has offered his services to help to reach out to these underserved populations.
  - CM Penagos stated that she feels this to be a wonderful opportunity to reach out to these.
  - CM Banks suggests that because of the disproportionate amount of people of color, especially African-Americans.
  - Mr. Banks also suggested that Council reach out to the transgender community due to high infection due to sharing needles for hormone injection.

- It was stated that a needs assessment had been done for people of color and transgenders this year.
- CM Cooper announced that she had been part of a transgender conference in October and that there are statistics from Transforming Justice.org that do not suggest that there is a higher rate of sero-conversion among the transgender community from sharing needles.
- Mr. Gortner strongly recommends that we do a need assessment of people over 50 as this is a growing population of people living with HIV.

Action: To do a needs assessment for formerly incarcerated and people over 50 (Siron, Penagos)

Vote:
Ayes: 8
Motion passes unanimously.

10. Update Status of San Francisco EMA HIV/AIDS Resource Guide

- The Committee was updated on the current status of the San Francisco EMA HIV/AIDS Resource Guide
- Mr. Gortner (SF DPH HHS) stated that this will be a contractual item and that it would be a lengthy process.
- CM Manley asked if the guide would be paper or electronically. Mr. Gortner answered that the plan was to do a print version and then do a pdf so that it could be downloaded to the Council's website.
- CM Siron asked if the guide could have links such as a transgender link.

11. Next Meeting Date and Agenda Items

The next Community Outreach and Advocacy Committee meeting will be held on Wednesday, January 9th, 2008 from 5:30 until 7:30 at SF DPH, 25 Van Ness, Room 330B, San Francisco.

- Women and Minority Affairs Caucus

12. Adjourn

The meeting was adjourned at by Co-Chair Newell at 7:30 p.m.

Action Items:

- **Set up a PLWHA caucus for January and that Council Member Manley take it to Policy and Evaluation Committee (Siron/Cooper)**

  Vote:
  Ayes: 8
  Nays: 1 (Banks)
  Motion passes.

- **Motion to do a needs assessment for formerly incarcerated and people over 50 (Siron, Penagos).**

  Vote:

Ayes: 8
Motion passes unanimously.

HIV Health Services Planning Council
Community Outreach & Advocacy Committee
DRAFT Agenda
Wednesday, January 9, 2008
25 Van Ness Avenue Room 330B
5:30-7:30pm

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1. **Welcome and Introductions**	Co-Chairs	5:30
2. **Review/Approve Agenda**	Group	5:33
3. **Review/Approve December 12th, 2007 Minutes**	Group	5:35
4. **Announcements**	Group	5:37
5. **Public Comment**	Public	5:40
6. **Steering Committee Update**	Co-Chairs	5:45
7. **Advocacy Project Report**	Dennis Wheeler	5:55

- *The Committee will receive and review the monthly report from the Consumer Rights Advocacy Project.*

8. **Update of PLWHA Caucus Meeting**	CM Manley	6:15
9. **Review/Discuss Proposed Minority and Women's HIV Caucus – VOTE**	Group	6:25
10. **Update Status of San Francisco EMA HIV/AIDS Resource Guide**	Group	6:45

- *The Committee will be updated on the current status of the San Francisco EMA HIV/AIDS Resource Guide*

11. **Status Update of Veterans Administration Presentation**	Group	7:00
12. **Next Meeting Date and Agenda Items**	Group	7:15

The next Community Outreach and Advocacy Committee meeting will be held on Wednesday, February 13th, 2008 from 5:30 until 7:30 at SF DPH, 25 Van Ness, Room 330B, San Francisco.

13. **Adjourn**	7:20

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee
DRAFT Minutes
Wednesday, January 9, 2008
25 Van Ness Avenue Room 330B
5:30-7:30pm

Committee Members Present: Banks, Cooper, Mabry, Manley, Navarro, Newell, Scherich

Committee Members Absent: Flores, Penagos

Other Council Members Present: Siron

Others Present: Christopher Gortner, HHS

Council Support Staff: Jack Newby, Dennis Wheeler

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1. Welcome and Introductions

The meeting was called to order and everyone introduced themselves. Quorum was established.

2. Review/Approve Agenda

The Agenda was reviewed and approved by consensus.

3. Review/Approve December 12th, 2007 Minutes.

The December 12th Minutes were approved by consensus.

4. Announcements

Jack Newby announced that Channing Wayne was out ill and the meeting would be recorded for purposes of the minutes.

Jack Newby announced that the Planning Committee had reviewed and agreed with the recommendations for focusing on individuals over age 50 and previously incarcerated in the Needs Assessment. This was also the request of Robert Whirry, the grant writer. A Needs Assessment Work Group will be developed and announcement for Work Group Members will be sent to all council members.

5. Public Comment

There was no public comment.

6. Steering Committee Update

There was no Steering Committee Update.

7. Advocacy Project Report

- *The Committee will receive and review the monthly report from the Consumer Rights Advocacy Project.*

The Consumer Rights Advocate, Dennis Wheeler, updated the committee on his activities during the previous month and reviewed his report. There was one new client who had a potential grievance with Westside Community Health. The Advocate was able to assist this individual. There were also housing concerns regarding this individual and the Advocate was advised to contact CM George Simmons for assistance and information. The Advocate updated the Diva Berry in Marin and will be meeting with individuals in Marin on December 10.

8. Update of PLWHA Caucus Meeting

Council Support suggested several dates in late January. These dates were the 22nd or 23rd and the 29th or 30th. Potential locations were reviewed such as the Sausage Factory in the Castro, the Zen Center, the LGBT Center or a restaurant in the Mission. The committee agreed that these dates would be acceptable. Co-Chair Manley reported that he brought the Caucus Meeting to the P & E Committee and it was agreed that this would be a social gathering, and not a business meeting. The future status of the PLWHA Caucus would be determined in the council re-structure discussions.

9. Review/Discuss Proposed Minority and Women's HIV Caucus

CM Banks reviewed his proposal and clarified that it would be a Minority and Women's Affairs Committee of the council. He mentioned that a more detailed discussion would be presented at the P & E meeting on December 11. CM Banks outlined the various challenges facing communities of color and the women's community regarding the incidence of HIV and that it is a growing epidemic in these communities. He would like the committee to focus on eliminating barriers to care and how to better engage these affected communities in the process. He would like to include presentations from providers, council members, HIV Health Services, and other stakeholders. He mentioned that there were similar committees in New York, Houston, and Baltimore.

Several Committee Members asked questions regarding the proposal and the scope of the committee. Suggestions were made to focus on the prioritization and allocations function of the council and to review the possible logistics of having presentations from a wide variety of community members.

10. Update Status of San Francisco EMA HIV/AIDS Resource Guide

- *The Committee will be updated on the current status of the San Francisco EMA HIV/AIDS Resource Guide*

Christopher Gortner reported that he met with Council Support Jack Newby and Ray West regarding this project. The PDF of the previous guide has been forwarded to council support. There should be another meeting to discuss how to begin the process of updating the information and including interested council members in the process. Mr. Gortner suggested that there would be a printing of approximately 5000 copies as well as a PDF version posted on-line. He also indicated that the final contracting process had not yet been completed. Council Support, Newby reported that we are in the initial stages of this process and want to include council members without the necessity of formal noticed meetings. The committee will continue to be updated.

11. Status Update of Veterans Administration Presentation

The Veterans Administration Presentation is scheduled for the March Council Meeting. Council support is working on securing a presenter for this date. Committee members asked that the report focus on the available services and how to improve referrals from other agencies for eligible clients.

12. Next Meeting Date and Agenda Items

The next Community Outreach and Advocacy Committee meeting will be held on Wednesday, February 13th, 2008 from 5:30 until 7:30 at SF DPH, 25 Van Ness, Room 330B, San Francisco.

It was requested that Council Support inquire as to the status of Co-Chair Wade Flores and determine if he is able to continue as Committee Co-Chair. Depending on the outcome of that inquiry, a possible vote on a new Co-Chair may be scheduled for the next meeting.

13. Adjourn

The meeting was adjourned at 7:00 p.m.

HIV Health Services Planning Council
Community Outreach & Advocacy Committee
DRAFT Agenda
Wednesday, February 13th, 2008
25 Van Ness Avenue Room 330B

5:30-7:30pm

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4. Announcements	Group	5:37
5. Public Comment	Public	5:40
6. Steering Committee Update	Co-Chairs	5:45
7. Advocacy Project Report	Dennis Wheeler	5:55

- *The Committee will receive and review the monthly report from the Consumer Rights Advocacy Project.*

8. Update of Needs Assessment Work Group	CM Manley	6:25

- *The Committee will discuss the Needs Assessment Work Group and Priority Populations.*

9. Next Meeting Date and Agenda Items	Group	6:35

The next Community Outreach and Advocacy Committee meeting will be held on Wednesday, March 12th, 2008 from 5:30 until 7:30 at SF DPH, 25 Van Ness, Room 330B, San Francisco.

10. Adjourn	6:40

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HIV Health Services Planning Council
Community Outreach & Advocacy Committee
DRAFT MINUTES
Wednesday, February 13th, 2008
25 Van Ness Avenue Room 330B

5:30-7:30pm

Committee Members Present: Cooper, Mabry, Manley, Scherich, Penagos

Committee Members Absent: Flores, Newell, Banks, Navarro

Other Council Members Present:

Others Present: Christopher Gortner (SF DPH HHS), Anthony Tran (TNDC)

Council Support Staff Present: Jack Newby, Dennis Wheeler, Channing Wayne,

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1. **Welcome and Introductions**

   The Meeting was called to order at 5:30 by Co-Chair Manley and everyone introduced themselves. Quorum was established.

2. **Review/Approve Agenda**

   The agenda was reviewed and approved by consensus

3. **Review/Approve January 9th, 2008 Minutes**

   The January 9th, 2008 Minutes were reviewed and approved by consensus

4. **Announcements**

   - The Needs Assessment Work Group needs volunteers to support the meeting on Wednesday March 5th, 2008 from to at 25 Van Ness, room 330 B.
   - Policy and Evaluation will be setting up a work group to work on a document of Council Members Rights and Responsibilities. Date and time and location will be announced at a later date.
   - A major agenda item of the Steering Committee will be the proposed restructuring of the Council. All are encouraged to participate.

5. **Public Comment**

   There was no public comment.

6. **Steering Committee Update**

   - There was discussion about the Needs Assessment and the target populations which are the over 50 and the formerly incarcerated. Also discussed was people co-infected with HEP C.
   - A major portion of the Steering Committee was a presentation by Veronica Neal, Diversity and Cultural Humility Consultant.

7. **Advocacy Project Report**

The Committee received and reviewed the monthly report from the Consumer Rights Advocacy Project. Discussion included:

- The complaint against the Marin AIDS Project regarding the client whose roommate died is considered closed and a satisfaction letter will be sent.
- A new grievance was filed against Shanti regarding breach of confidentiality.
- Joe Lynn will be back at work either next week or the last week of February. Thanks to Dennis Wheeler.

8. **Update of Needs Assessment Work Group**

- There is a COE assessment going on that is conducted by DPH HHS and a consultant. Finances permitting, the Council will be talking to clients eligible for services at COEs and find out what needs these clients have.
- There was a question about whether or not a financial component would be available. Discussion included:
    - There is concern about going into too much detail so that people could not distinguish between providers. So it has been suggested to do ranges of cost of service between X and Y to determine if the system is working.

9. **Next Meeting Date and Agenda Items**

The next Community Outreach and Advocacy Committee meeting will be held on Wednesday, March 12th, 2008 from 5:30 until 7:30 at SF DPH, 25 Van Ness, Room 330B, San Francisco.:

10. **Adjourn**

The meeting was adjourned at 6:03 PM by Co-Chair Manley.

1995 2

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Items 1 to 1 of 1

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COA Meeting Cancellation
Ray West [rwest@shanti.org]
To: SF Docs
Cc:

Due to SF HIV CARE Council restructuring, the March 12, 2008 Community Outreach and Advocacy meeting, now named the Consumer and Minority Affairs Committee has been cancelled. The Committee will decide on the date/time of the next meeting at the next full SF HIV CARE Council meeting on Monday, March 24, 2008.

Please contact Ray West at 415.674.4768 or rwest@shanti.org if you have any questions regarding this cancellation.

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